

## **Presidents Council Quarterly Virtual Meeting Agenda**

**May 2, 2025**

1. Opening Remarks – Chancellor Tydings

2. Roll Call – Mary Ann Hammonds

### **Policy and Guidelines – Russ Deaton**

3. Revisions to TBR Policy 1.07.00.00, General Policy on Alcoholic Beverages – Lapps

4. Revisions to TBR Policy 3.01.00.00, Student Organizations - to comply with Stop Campus Hazing Act – Lapps

5. Creation of TBR Policy 1.08.10.00, Use of Artificial Intelligence - Lapps and Reed

6. Revisions to TBR Policy 2.03.00.04, Technical College Learning Support - Hollins

### **Informational – Russ Deaton**

7. Measles Guidance – Leming

8. International Students and Change of SEVIS Status - Leming

9. Revisions to TBR Policy 1.11.00.00 Development and Approval of Policies and Guidelines – Lapps

10. Reminder About Revocation of Executive Order 11246 (Affirmative Action) - Lapps

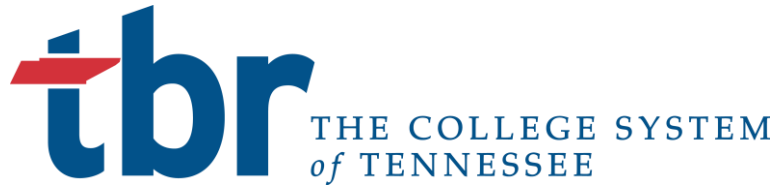
11. Post Retirement Service Agreements – Lapps and Preston

12. Legislative Update – McCormick

13. Staff Dashboard Presentation – Mike Whitehead

14. Other Business

15. Adjourn



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**Presidents Quarterly Meeting  
May 2, 2025**

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**SUBJECT:** Policy 1.07.00.00, General Policy on Alcoholic Beverages (revision)

**PRESENTER:** Brian Lapps, General Counsel

**LENGTH OF PRESENTATION:** 3 minutes

**ACTION REQUIRED:** Requires Vote

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**Summary:**

The proposed revisions are drafted to achieve three primary objectives.

The proposed revisions to Section II.A.2 are designed to permit serving alcoholic beverages in athletics facilities, but not in conjunction with an athletics event. Examples of when the serving of alcoholic beverages would be permitted, without making an exception to the policy, would be in conjunction with a fundraising event, a community event, or a Board meeting. The President would continue to retain control over decisions related to serving alcoholic beverages.

The proposed revisions in Sections I and II (other than those in Section II.A.2) are designed to improve clarity and to conform to the statewide rule that the Board previously approved.

Section V contains proposed revisions to reflect the existence of a distilling program at Motlow State Community College. The revisions track the changes in state law that permit a distilling program at Motlow State. State law does not permit wine tasting, so there are no revisions to Section V.A.

This policy has been reviewed and approved by the Business Affairs Subcouncil and the Joint Academic Affairs/Student Affairs Subcouncil.

# 1.07.00.05 General Policy on Alcoholic Beverages



## Policy/Guideline Area

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Governance, Organization, and General Policies

## Applicable Divisions

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TCATs, Community Colleges

## Purpose

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The purpose of this policy is to establish system-wide policies on the possession, consumption and sale of alcoholic beverages on property owned or controlled by the Tennessee Board of Regents. This policy applies to all students, faculty, staff and visitors at all Colleges.

## Definitions

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- **Alcoholic Beverage** means and includes intoxicating liquors, as well as wine and beer as defined by T.C.A. § 57-3-101 and T.C.A. § 57-5-101.

## Policy/Guideline

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### I. General Prohibition

- A. The possession or consumption of alcoholic beverages on property owned or controlled by the college is prohibited except as provided in this policy.
- B. Faculty, staff, students or visitors who are at least twenty-one years of age may possess unopened containers of alcoholic beverages within their personal vehicles, provided that they may not open the containers or consume the contents while on property owned or controlled by the college. Alcoholic beverages must be stored out of plain sight, and the vehicle must be locked when not occupied.

### II. Serving Alcoholic Beverages at Special Events

- A. The President of each college is authorized to approve the serving and consumption of alcoholic beverages at a function or event held on college property.

1. The event may not take place in classrooms, labs, faculty or administrative offices, student dining halls, student gathering areas, or outdoor public areas, unless access to the area is restricted during the event.
- 1.2. ~~The event may take place in an~~ athletics facilityies, including stadiums, gymnasiums, playing fields, training rooms or locker rooms, only if the event is unrelated to an athletics contest. E.g., a foundation or community event.
- 2.3. The approval must be ~~given~~ in writing and must designate the sponsor of the event, the specific location of the event, the date and time of the event and the hours during which the alcoholic beverages will be served.
4. Students under the age of twenty-one may attend an event at which alcoholic beverages will be served but must not be served or consume alcoholic beverages ~~at the event~~.
- 3.5. Students who are invited guests may consume alcoholic beverages at an approved event if at least twenty-one years of age.
- 4.6. ~~It is the responsibility of the~~ sponsor of the event is responsible for ensuring that ~~to determine if~~ guests who are served alcoholic beverages are at least twenty-one years of age and for otherwise complying with state and local law.
- 5.7. If the sponsor is a third party, they must agree to indemnify the college from all liability arising from the service of alcohol at the event and provide proof of adequate general liability insurance.

### III. Sale of Alcoholic Beverages at Special Events

- A. Subject to the provisions of section II, above, the President ~~of each college~~ may approve the sale of alcoholic beverages at a function or event

held on college property, consistent with state and local law. The sponsor of the event is responsible for ensuring compliance with the applicable laws and providing documentation of that compliance to the college prior to approval of the sale of alcoholic beverages at the event.

#### IV. Expenditure of State Funds for Alcoholic Beverages

- A. The expenditure of state funds for the purchase of alcoholic beverages is absolutely prohibited. "State funds" includes funds derived from state taxes, tuition, or student fees that are appropriated or re-appropriated by the general assembly. If alcoholic beverages are served at a college-sponsored event, the cost of alcoholic beverages, including tax, must always be separately identifiable on the receipts and supporting documentation and the source of the funds for the purchase must be identified.

#### V. Educational ~~Culinary Arts~~ Programs

- A. The use of alcoholic beverages as part of the curriculum in Hospitality Management/Culinary Arts and similar academic courses where the beverages are used solely in the cooking process or in the wine tasting process that is consistent with standard culinary practices is permitted, however, students who are not twenty-one shall not participate in wine tastings.

A.B. A student enrolled in a fermentation science, wine making, mead making, brewing, or distilling course may taste an alcoholic beverage for educational purposes as part of the course requirements. A student under twenty-one (21) years of age may draw an alcoholic beverage into the student's mouth, but is not permitted to swallow or otherwise consume the alcoholic beverage. The alcoholic beverage must remain in control of an instructor who is at least twenty-one years of age.

#### VI. Sale of Alcoholic Beverages by Lessees

- A. If property owned by the Tennessee Board of Regents is leased to a third party, the lease may allow for sale of alcoholic beverages on the property, subject to the applicable state and local laws. The lease must be for a period of at least twelve months; must require the lessee to obtain the lessor's prior approval of the sale of alcoholic beverages and provide for immediate termination of the lease if violations of the applicable state and local laws occur.

## Sources

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### Authority

T.C.A. § 49-8-203, T.C.A. § 49-7-3003; [T.C.A. § 57-4-109](#)  
Rules: Board of Regents Rule 0240-02-01, as amended, Tenn. Comp. R & Regs.  
([2018](#)~~1999~~)

### History

New Policy approved at Dec. 14, 2017 Board Meeting. Replaces Policy 1:07:00:00 General Policy on Tobacco and Alcoholic Beverages. Tobacco policy is now separate, Policy 1:07:00:10. TBR Meeting June 20, 1997; March 15, 2002; TBR Meeting June 26, 2008; TBR Board Meeting March 26, 2009; TBR Board Meeting September 25, 2009; TBR Board Meeting March 29, 2012; [TBR Board Meeting \\_\\_\\_\\_\\_, 2025](#).

## 1.07.00.05 General Policy on Alcoholic Beverages



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### Applicable Divisions

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2. The event may take place in an athletics facility, including stadiums, gymnasiums, playing fields, training rooms or locker rooms, only if the event is unrelated to an athletics contest. E.g., a foundation or community event.
3. The approval must be in writing and must designate the sponsor of the event, the specific location of the event, the date and time of the event and the hours during which the alcoholic beverages will be served.
4. Students under the age of twenty-one may attend an event at which alcoholic beverages will be served but must not be served or consume alcoholic beverages.
5. Students who are invited guests may consume alcoholic beverages at an approved event if at least twenty-one years of age.
6. The sponsor of the event is responsible for ensuring that guests who are served alcoholic beverages are at least twenty-one years of age and for otherwise complying with state and local law.
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## Sources

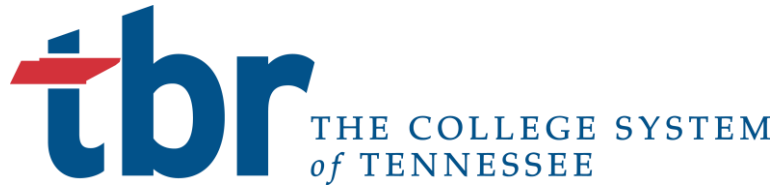
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### Authority

T.C.A. § 49-8-203, T.C.A. § 49-7-3003; T.C.A. § 57-4-109  
Rules: Board of Regents Rule 0240-02-01, as amended, Tenn. Comp. R & Regs. (2018)

### History

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**Presidents Quarterly Meeting  
May 2, 2025**

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**SUBJECT:** Policy 3.01.00.00, Student Organizations (revision)

**PRESENTER:** Brian Lapps, General Counsel

**LENGTH OF PRESENTATION:** 3 minutes

**ACTION REQUIRED:** Requires Vote

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**Summary:**

The proposed revisions to this policy are to comply with the Stop Campus Hazing Act (the Act), which amends the Clery Act. Hazing within the TBR System is very rare.

The proposed revisions to the policy will meet the Act's requirement that the college have an anti-hazing policy that includes (1) how to report incidents, (2) the process for investigating incidents, and (3) identification of prevention and awareness programs designed to prevent hazing.

The proposed revisions to this policy also align the definition of "hazing" in this policy with the definition of "hazing" in Policy 3.02.00.00, Student Conduct & Disciplinary Sanctions.

The Act does not require a change to disciplinary policies regarding hazing, but hazing incidents must be reported pursuant to the Act's definition of hazing. The Office of General Counsel believes the definition of "hazing" in the Student Conduct Policy is sufficiently close to the Act's definition of hazing that there is no need to revise it. There is a low risk of CSAs failing to report because of differing definitions.

This policy has been reviewed (twice) and approved by the Student Affairs Subcouncil. We have also been working with the police chiefs on proper reporting under the Clery Act.

## 3.01.01.00 Student Organizations



### Policy/Guideline Area

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Student Policies

### Applicable Divisions

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TCATs, Community Colleges

### Purpose

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The following policy of the Tennessee Board of Regents, applicable to all institutions governed by the Board, provides minimum standards for the registration and conduct of student organizations at the institutions.

### Policy/Guideline

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#### I. [Scope](#)

- A. Each institution is authorized to establish additional policies and procedures affecting student organizations which are consistent with the provisions of this policy.

#### II. [Types of Student Organizations](#)

- A. Student organizations may be either organizations sponsored by the institution, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the institution.
- B. Organizations which may be registered to operate on campuses include the following:
  - 1. Honors and leadership organizations and recognition societies;
  - 2. Departmental organizations and professional fraternities and sororities; and
  - 3. Special interest groups (political, religious, athletic, etc.).

- C. Registration of a student organization by an institution shall neither constitute nor be construed as approval or endorsement by the institution of the purposes or objectives of the organization.

### III. General Policies on Student Organizations

- A. No student organization may carry on any activity on the campus of an institution unless the organization has been officially registered by the institution.
- B. No institution shall be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
- C. No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap or national origin, provided that social fraternities and sororities may have sex restricted membership, subject to the following exceptions:
  - 1. No TBR institution that grants recognition to any student organization shall discriminate against or deny recognition to a student organization, or deny to a student organization access to programs, funding, or facilities otherwise available to another student organization, on the basis of:
    - a. The religious content of the organization's speech including, but not limited to, worship; or
    - b. The organization's exercise of its rights pursuant to subsection 2.
  - 2. A religious student organization may determine that the organization's religious mission requires that only persons professing the faith of the group and comporting themselves in conformity with it qualify to serve as members or leaders.

D. No student organization or individual shall engage in or condone any form of hazing.

1. Hazing means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
2. Allegations, information, or concerns of hazing should be reported to the chief student affairs administrator, unless a College policy identifies a different individual.
3. Reports of hazing will be investigated and resolved in accordance with 3.02.00.01, General Policy on Student Conduct & Disciplinary Sanctions.
- ~~3.4.~~ Prevention and awareness programs are identified on Exhibit 1.
- ~~4.~~ Hazing shall include, but is not limited to:
  - ~~a.~~ Any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule;
  - ~~b.~~ Any form of verbal or physical harassment or abuse; and
  - ~~c.~~ Engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus.

~~d. Excessive demands on a student's time so as to interfere with academic performance are prohibited.~~

~~e. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing violations also is prohibited.~~

~~Hazing activity which is in violation of any other institution regulation such as the misuse of alcohol, drugs, institution property, etc., is strictly forbidden.~~

~~D.E.~~ Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.

~~E.F.~~ No person, group or organization may use the name of the institution in any manner, provided that registered student organizations may use the name of the institution following the name of the organization.

~~F.G.~~ No person, group or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution, or designee.

#### IV. Criteria for Registration of Organizations

- A. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements.
- B. Membership in the organization shall be limited to currently enrolled students; provided that organizations may include faculty and staff of the institution, and/or spouses of students, faculty and staff, and provided further that professional organizations may include members of the professional and business communities as members.

- C. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group.
- D. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
- E. The proposed organization must agree to comply with all policies, regulations and procedures established by the Board and the institution, and with all federal and state laws and regulations.
- F. The proposed organization must not:
  - 1. Have illegal aims and goals;
  - 2. Propose activities which would violate regulations of the Board or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
  - 3. Advocate incitement of imminent lawless action which is likely to produce such action.
- G. The proposed organization must have the minimum number of charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis.
  - 1. In the event there is not sufficient interest to warrant long-term registration, an institution may grant temporary registration to an organization for a limited period of time.
- H. New organizations may be denied registration where the purposes are within the scope of a currently registered organization.
- I. No organization may use the same name, or a name which is misleading and similar to the name, of a currently registered organization.

- J. The organization must provide for the distribution of all funds and assets in the event of dissolution.

V. **Procedure for Registration of Organizations**

- A. In order to become officially registered as a student organization, a group must meet the criteria set forth in section IV., and must provide to the institution a minimum of the following:
  - 1. An application or request to form the organization on the form designated by the institution.
  - 2. The proposed constitution and bylaws of the organization, which must clearly contain the following:
    - a. The name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and, the financial plans of the organization, including any proposed fees, dues and assessments.
    - b. The names and signatures of the charter members of the organization.
    - c. The names of the faculty adviser and/or the administrative officers of the institution who will sponsor the organization.
    - d. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board and the institution and with all federal and state laws and regulations.
  - 3. The designated number of copies of the foregoing documents and information must be submitted to the office of the designated body

or bodies of the institution authorized to review and make recommendations concerning proposed organizations.

4. Recommendations regarding registration of a proposed organization must be forwarded by the designated body or bodies of the institution to the president of the institution, or authorized designee; and registration by the president or designee is necessary before the organization can be officially registered.
5. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

#### VI. [Nature and Conditions of Registration](#)

- A. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.
- B. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
  1. It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
  2. It must continue to meet all of the requirements for initial registration;
  3. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws;

4. It must submit all changes in the constitution and bylaws to the institution for approval;
5. It must maintain a current list of officers, faculty advisers and sponsors on file with the institution; and
6. It must have submitted all required financial and other reports to the institution.

## VII. Reports

- A. Each institution may require any or all organizations to submit an annual report concerning its programs and activities during the preceding year. If required, this report shall be reviewed by the designated bodies or officials of the institution, and shall be a requirement for renewal of registration.

## VIII. Probation, Suspension, and Withdrawal of Registration

- A. An organization may be placed on probation, be suspended, or registration may be withdrawn by the designated authority of the institution for any of the following reasons:
  1. The organization fails to maintain compliance with the initial requirements for registration;
  2. The organization ceases to operate as an active organization;
  3. The organization request withdrawal of registration;
  4. The organization operates or engages in any activity in violation of rules and regulations of the institution, or federal or state laws; or
  5. The organization fails to submit any required reports.
- B. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program.
- C. An organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings.

- D. Where registration of an organization is withdrawn, it shall cease to exist as an organization.
- E. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of section VIII.A.4., the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

IX. **Officers of Student Organizations**

- A. No student who is under academic or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of an organization.

X. **Fiscal Management**

- A. Institutional management of finances for student organizations is governed by Financial Management of Student Organizations, TBR Policy 4.01.08.00.

XI. **Programs and Activities**

- A. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and the institution concerning use of property and facilities.
- B. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purposes of any Board, or institutional policies concerning use of campus property and facilities. (Reference Policy No. 1.03.02.50)
- C. Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require prior approval for off-campus programs and activities.

- D. Prior to approval, the institution may require a specified number of officials or security officers for any event, activity or program.
- E. Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.
- F. No guest speakers shall be invited to the campus except pursuant to policies of the Board and the institution concerning guest or off-campus speakers. (Reference Policy No. 1.03.02.50)

## Sources

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### Authority

T.C.A. § 49-8-203

### History

SBR Meetings, September 29, 1978; December 7, 1979; September 30, 1983; March 23, 1984, September 21, 1990; December 2, 2016, Revised pursuant to T.C.A. § 49-7-150; March 31, 2022, Board approved revisions; [June 12, 2025, Board approved revisions](#).

## Related Policies

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[1.03.02.50 Access to and Use of Campus Property and Facilities](#)

## 3.01.01.00 Student Organizations



### Policy/Guideline Area

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Student Policies

### Applicable Divisions

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TCATs, Community Colleges

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    - a. The religious content of the organization's speech including, but not limited to, worship; or
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  - 2. Propose activities which would violate regulations of the Board or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
  - 3. Advocate incitement of imminent lawless action which is likely to produce such action.

- G. The proposed organization must have the minimum number of charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis.
  - 1. In the event there is not sufficient interest to warrant long-term registration, an institution may grant temporary registration to an organization for a limited period of time.
- H. New organizations may be denied registration where the purposes are within the scope of a currently registered organization.
- I. No organization may use the same name, or a name which is misleading and similar to the name, of a currently registered organization.
- J. The organization must provide for the distribution of all funds and assets in the event of dissolution.

V. Procedure for Registration of Organizations

- A. In order to become officially registered as a student organization, a group must meet the criteria set forth in section IV., and must provide to the institution a minimum of the following:
  - 1. An application or request to form the organization on the form designated by the institution.
  - 2. The proposed constitution and bylaws of the organization, which must clearly contain the following:
    - a. The name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and, the financial plans of the organization, including any proposed fees, dues and assessments.

- b. The names and signatures of the charter members of the organization.
  - c. The names of the faculty adviser and/or the administrative officers of the institution who will sponsor the organization.
  - d. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board and the institution and with all federal and state laws and regulations.
- 3. The designated number of copies of the foregoing documents and information must be submitted to the office of the designated body or bodies of the institution authorized to review and make recommendations concerning proposed organizations.
- 4. Recommendations regarding registration of a proposed organization must be forwarded by the designated body or bodies of the institution to the president of the institution, or authorized designee; and registration by the president or designee is necessary before the organization can be officially registered.
- 5. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

#### VI. Nature and Conditions of Registration

- A. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of

the institution, and shall be subject to annual renewal by the institution for each ensuing year.

B. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:

1. It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
2. It must continue to meet all of the requirements for initial registration;
3. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws;
4. It must submit all changes in the constitution and bylaws to the institution for approval;
5. It must maintain a current list of officers, faculty advisers and sponsors on file with the institution; and
6. It must have submitted all required financial and other reports to the institution.

#### VII. Reports

A. Each institution may require any or all organizations to submit an annual report concerning its programs and activities during the preceding year. If required, this report shall be reviewed by the designated bodies or officials of the institution, and shall be a requirement for renewal of registration.

#### VIII. Probation, Suspension, and Withdrawal of Registration

A. An organization may be placed on probation, be suspended, or registration may be withdrawn by the designated authority of the institution for any of the following reasons:

1. The organization fails to maintain compliance with the initial requirements for registration;
2. The organization ceases to operate as an active organization;

3. The organization request withdrawal of registration;
    4. The organization operates or engages in any activity in violation of rules and regulations of the institution, or federal or state laws; or
    5. The organization fails to submit any required reports.
  - B. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program.
  - C. An organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings.
  - D. Where registration of an organization is withdrawn, it shall cease to exist as an organization.
  - E. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of section VIII.A.4., the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.
- IX. Officers of Student Organizations
- A. No student who is under academic or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of an organization.
- X. Fiscal Management
- A. Institutional management of finances for student organizations is governed by Financial Management of Student Organizations, TBR Policy [4.01.08.00](#).
- XI. Programs and Activities
- A. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and the institution concerning use of property and facilities.
  - B. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purposes of any Board, or institutional policies

concerning use of campus property and facilities. (Reference Policy No. [1.03.02.50](#))

- C. Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require prior approval for off-campus programs and activities.
- D. Prior to approval, the institution may require a specified number of officials or security officers for any event, activity or program.
- E. Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.
- F. No guest speakers shall be invited to the campus except pursuant to policies of the Board and the institution concerning guest or off-campus speakers.  
(Reference Policy No. [1.03.02.50](#))

## Sources

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### Authority

T.C.A. § 49-8-203

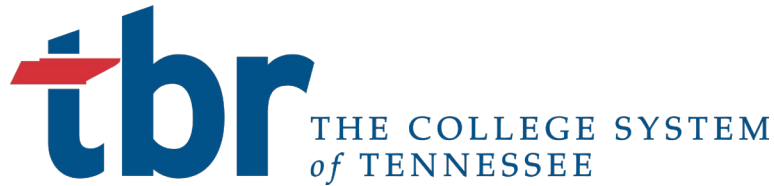
### History

SBR Meetings, September 29, 1978; December 7, 1979; September 30, 1983; March 23, 1984, September 21, 1990; December 2, 2016, Revised pursuant to T.C.A. § 49-7-150; March 31, 2022, Board approved revisions; June 12, 2025, Board approved revisions.

## Related Policies

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[1.03.02.50 Access to and Use of Campus Property and Facilities](#)



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**Presidents Quarterly Meeting  
May 2, 2025**

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**SUBJECT:** New Policy 1.08.10.00 Use of Artificial Intelligence

**PRESENTER:** Dr. Jothany Reed, Academic Affairs  
Brian Lapps, General Counsel

**LENGTH OF PRESENTATION:** 10 minutes

**ACTION REQUIRED:** Requires Vote

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**Summary:**

The Tennessee Board of Regents (TBR) Artificial Intelligence Policy establishes comprehensive guidelines for the ethical, secure, and effective use of AI technologies, including Generative AI, across its colleges and system offices. It encourages AI adoption to enhance education, research, and operations while ensuring adherence to standards for academic integrity, data governance, intellectual property, and privacy. The policy empowers faculty to define AI use in their courses, outlines restrictions on handling confidential and copyrighted material, and provides protocols for research and employee use.

It was voted on and passed by the Joint SubCouncil on April 24, 2025, and the Faculty SubCouncil on April 25, 2025. Overall, the policy promotes innovation and efficiency while safeguarding institutional and individual responsibilities.

## 1.08.10.00 Use of Artificial Intelligence



### Policy/Guideline Area

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Governance, Organization, and General Policies

### Applicable Divisions

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TCATs, Community Colleges, System Office

### Purpose

TBR supports the use of artificial intelligence (AI), including Generative AI (Gen AI), in the broadest sense, to assist students, faculty, and staff in achieving their goals more successfully. Artificial Intelligence has the potential to enhance learning experiences, streamline research processes, improve administrative efficiency, and foster innovation across all aspects of education. This policy establishes flexible guidelines to encourage responsible and effective use of AI within the TBR college system, while upholding academic integrity, information security, data governance, privacy, and ethical standards.

### Definitions

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The following definitions are applicable to this policy.

- “Artificial Intelligence” or “AI” refers to computer systems or software designed to perform tasks that typically require human intelligence. These tasks include learning from data, identifying patterns, solving problems, making decisions, processing natural language, and adapting to new information. AI covers a broad range of technologies, such as machine learning, natural language processing, and robotics, and is used to improve efficiency, accuracy, and innovation across various fields.
- “Generative AI” or “Gen AI” is a subset of artificial intelligence that creates new content by learning patterns and structures from existing data. Generative AI models can produce ~~original~~ outputs across various domains including text, images, audio, video, and code among others. Gen AI can be a standalone system or integrated into other software and services.
- “Private” or “Proprietary Generative AI System” refers to an artificial intelligence system or software owned and controlled by a specific individual, organization, or entity. These systems rely on proprietary algorithms, data, or models not available to the public, and their usage, distribution, and underlying technology are typically restricted by licenses, patents, or other intellectual property and data

privacy protections. These systems require that users adhere to strict data usage guidelines.

(See Exhibit \_\_\_\_ for a list of approved Private or Proprietary Generative AI Systems.)

- “Confidential Information” means any information that should be protected from dissemination pursuant to law, policy, guideline, or due to the potential risks or harm that could result from its unauthorized disclosure. Confidential Information includes Personally Identifiable Information (PII) as defined in TBR Policy [1.08.04.00, Personally Identifiable Information](#), confidential student information, financial information, individual health information, legally protected intellectual property (whether belonging to the TBR system, a college, a faculty member, or other individual or entity), sensitive research data, information that is not subject to disclosure under the Tennessee Public Records Act, information that is prohibited from disclosure in a license agreement or other contract, and any other information that should not be shared publicly.

## Policy/Guideline

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### I. General Information

- A. TBR colleges are committed to the responsible, efficient, and ethical use of artificial intelligence and other emerging technologies. Benefits of these tools include:
  - 1. Improving educational outcomes and career prospects;
  - 2. Helping students to ethically and responsibly learn and understand information;
  - 3. Increasing efficiency in the teaching, assessment, and learning process;
  - 4. Supporting ethical teaching and research; and
  - 5. Improving administrative efficiency.
- B. Artificial Intelligence, including Generative AI, is a tool that can assist humans. AI tools are not a substitute for creative, scholarly, or critical thinking. Users should recognize that Generative AI, while a rapidly improving technology, has significant limitations, can make errors, and may provide biased results. Users are responsible for Generative AI-produced content they use for their academic activities and in the course of their employment.
- C. Artificial Intelligence, including Generative AI use, must be consistent with existing policies including, but not limited to:
  - 1. TBR Policy [1.08.05.00, IT Acceptable Uses](#);
  - 2. TBR Policy [2.08.00.00, Research Compliance and Security](#);
  - 3. TBR Guideline A-110, [Institutional Review for Research](#);
  - 4. TBR Policy [3.02.00.01, General Policy on Student Conduct & Disciplinary Sanctions](#);

5. TBR Policy [3.02.03.00, Confidentiality of Student Records](#);
  6. TBR Guideline [S-020, Confidentiality of Student Records](#);
  7. TBR Policy [5.01.06.00, Intellectual Property](#);
  8. TBR Policy [5.02.03.10, Academic Freedom, Responsibility, & Tenure at TCATs](#); TBR Policy [5.02.03.30, Academic Freedom and Responsibility](#); TBR Guideline [B-090, Safeguarding Nonpublic Financial Information](#); and
  9. All non-discrimination policies and guidelines.
- D. Any purchase or other procurement of an AI tool must be consistent with applicable procurement policies and approved by the applicable information technology department, which should be consulted early in the procurement process. See [TBR Policy 4.02.10.00, Purchasing Policy](#).
- E. The TBR IT Department may restrict or prohibit using AI tools, including Generative AI, on college-owned computer systems or with college-issued credentials. This action may be made if the IT Department determines that the tools do not comply with TBR data governance standards, pose an unacceptable risk to information security, or for other reasons deemed necessary.
- F. Exhibit \_\_ contains [additional information from the System IT Department about Generative AI tools, information about selecting and using Generative AI tools, and data security considerations, including Private or Proprietary Generative AI Systems, that have been reviewed by information technology and security professionals within the TBR system and approved for full or partial use. It also contains a list of Generative AI tools that are restricted or partially restricted.](#)

## II. [Protection of Confidential Information and Copyrighted Material](#)

- A. Generally, prompts and other information entered into a Generative AI system are stored and may be used to further train the system. Therefore, Confidential Information should not be input into a public Generative AI system.
- B. Digital information use in college libraries is subject to license agreements. Some publishers and vendors consider uploading licensed information into AI tools, including Generative AI, to be a violation of these agreements. Users are responsible for understanding the terms of license agreements before uploading information from college libraries into AI tools.
- C. TBR colleges and employees must respect copyrights. Under the Fair Use doctrine, limited portions of copyrighted material may be used without permission for purposes such as criticism, commentary, teaching, scholarship, or research. Whether a particular use qualifies as Fair Use is dependent on all the circumstances and can be complex. Uploading licensed materials into AI tools, including Generative AI, may exceed Fair Use limits, and it is the responsibility of users to consult guidelines or seek permission where required.

D. Consequences of providing Confidential Information or copyrighted material to a Generative AI tool may include:

1. Violation of privacy laws, including FERPA and the Gramm-Leach-Bliley Act, as well as related policies and guidelines;
2. Loss of intellectual property rights;
3. Violation of the intellectual property rights of others; and
4. Violation of licensing agreements with third parties, as well as federal and state laws regarding intellectual property, including copyright laws.

E. Patient and other medical information relating to individuals, whether or not it meets the definition of personally identifiable information under HIPAA, should not be uploaded into an AI tool without specific instructions from an appropriate person. E.g., an instructor for students, or a supervisor for employees.

### III. Instructional and Classroom Use of AI Tools

- A. TBR encourages faculty to guide students in becoming proficient, responsible, and ethical users of AI tools, including Generative AI, when such use aligns with institutional policies, course objectives, and academic goals.
- B. Faculty, working within institutional policies and guidelines, have broad discretion to set the terms under which students may use both Generative AI and other forms of artificial intelligence for writing assignments, research, examinations, and other academic endeavors, including the complete prohibition of Generative AI and other forms of AI in some or all academic endeavors.
- C. Faculty are responsible for communicating the acceptable and unacceptable use of Generative AI and other forms of artificial intelligence in their classes.
1. Unauthorized or inappropriate use of Generative AI or other forms of artificial intelligence may violate TBR Policy [3.02.00.01, the General Policy on Student Conduct & Disciplinary Sanctions](#). Violations can lead to academic consequences, such as a failing grade on an assignment or in the course, or disciplinary sanctions under the policy. It is recommended that faculty establish clear AI-use guidelines in their course policies at the beginning of each semester and include them in their syllabi. These guidelines should outline acceptable and unacceptable uses of AI, specify when and how AI tools may be used, establish expectations for academic integrity and citation practices, and clarify the consequences of unauthorized use.
  2. Faculty have access to a selection of AI resources, including training recordings, tool recommendations, educational materials, and web links. Guidance on preparing course materials, syllabi, and assignment policies is also provided. Maintained by the TBR AI Collaborative, these materials are listed in the Resources and Policies section of the [Bridging Minds and Machines website](#) and are updated regularly.

3. Faculty and administrators should be aware that tools designed to detect AI-generated content may not be reliable or accurate. These detection tools can produce false positives (misidentifying human-written work as AI-generated) and false negatives (failing to detect AI-generated content). These tools should not be used as the sole method for evaluating student assignments or assessing academic integrity. Each college maintains authority to restrict the use of AI detection tools.

#### IV. Use of Generative Artificial Intelligence (Gen AI) in Research

- A. Generative AI can enhance various aspects of research if used conscientiously, ethically, and with acknowledgement of its limitations and the need for human oversight. Any use of Gen AI in research must adhere to the applicable data security, ethical, intellectual property, and publication requirements as well as relevant regulatory criteria.
- B. AI-generated content and processes should be attributed and cited in accordance with applicable standards. This includes appropriately citing any output created with the help of Generative AI tools as well as citing the specific tool, along with the scope of its contribution to the research. Refer to discipline-specific style guides for citation expectations.
- C. Researchers are responsible for ensuring the accuracy, reliability, and fairness of AI-generated data, analysis, and results. Any use of Generative AI in human subjects' research, as defined in the federal regulations (45 CFR Part 46), must receive and be consistent with Institutional Review Board approval, along with any necessary administrative and compliance approvals, prior to starting the research to ensure adherence to ethical standards and protection of participant rights. Researchers are responsible for obtaining participants' consent, respecting participant expectations, minimizing risks, and protecting identifiable private information collected, analyzed, or generated in AI-assisted research.
- D. The Principal Investigator and other researchers with approved access to confidential information are responsible for maintaining its integrity, ensuring its privacy, and implementing data security protocols. Researchers should ensure that any Generative AI tools employed are compliant with relevant data protection laws (e.g., FERPA), and TBR and institutional policies and guidelines on data security, data ownership, and privacy.

#### V. Use of Generative AI for Employees

- A. Employees are permitted and encouraged to use AI tools, including Generative AI to increase efficiency and productivity, subject to the requirements of this policy, other policies, and supervisory relevant criteria.

A.B. Employee use of AI must comply with any applicable ethical or professional standards.

B.C. Improper use of AI tools, including Generative AI may subject an employee to disciplinary action in accordance with relevant policies and guidelines.

C.D. Resource materials for employees, including training recordings, tool suggestions, learning resources, and curated web links for improving efficiency and productivity, are maintained by the TBR AI Collaborative. These materials are available in the Resources and Policies section of the [Bridging Minds and Machines website](#) and are regularly updated.

## D.E. Sources

### Authority

T.C.A. § 49-8-203; § 49-7-187

45 CFR Part 46

### History

NEW Policy approved at Board Meeting June \_\_\_, 2025.

## 1.08.10.00 Use of Artificial Intelligence



### Policy/Guideline Area

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Governance, Organization, and General Policies

### Applicable Divisions

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TCATs, Community Colleges, System Office

### Purpose

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## **E. Sources**

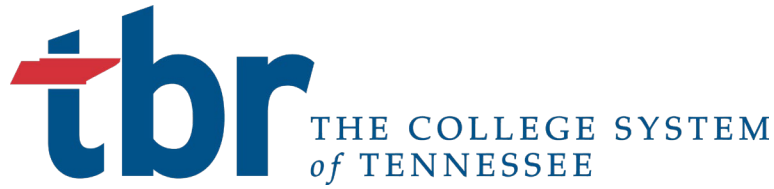
### **Authority**

T.C.A. § 49-8-203; § 49-7-187

45 CFR Part 46

### **History**

NEW Policy approved at Board Meeting June \_\_\_\_, 2025.



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**Presidents Quarterly Meeting  
May 2, 2025**

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SUBJECT: *TBR Policy 2.03.00.04 Technical College Learning Support*

PRESENTER: *Vice Chancellor Jothany Reed*

LENGTH OF PRESENTATION: *3 minutes*

ACTION REQUIRED: *Requires Vote*

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**Summary:**

The policy revision includes renaming the Technology Foundations subjects to Data Literacy and Reading Comprehension and updating the definitions and scopes, and modifying the valid assessment scores definition to allow institutions to evaluate and assign prior learning credit. It also updates the student records section to include standard grades language, revises the exhibit to include degree and TCAT credential exemptions, and amends the exhibit to reflect the new subject name.

**Review Groups:**

March 5, 2025: TCAT Technology Foundations Statewide Faculty Group

April 24, 2025: Joint AA/SA Subcouncil

April 25, 2025: Faculty Subcouncil

## 2.03.00.04 Technical College Learning Support



### Policy/Guideline Area

Academic Policies

### Applicable Divisions

TCATs

### Purpose

This policy reflects the commitment of The College System of Tennessee and its technical college institutions to enhance and success in, post-secondary education for all students. The policy presents the parameters for the delivery of Technology Foundations academic support made available for students who may require additional assistance for developing competency in applied mathematics, graphic literacy, and reading for information necessary for success in technical college programs, with the exception of Allied Health programs. This policy supports T BR Policy 2.03.00.01 (Admissions at TCATs).

### Definitions

**Applied Mathematics** is an assessment that measures critical thinking, mathematical reasoning, and problem-solving techniques for situations occurring in the workplace. measures and supports critical thinking, mathematical reasoning, and problem-solving techniques for situations occurring in the workplace.

**Co-Requisite Learning Support** is the linking of Technology Foundations courses with an appropriate technical college program that is required in the student's chosen field of study, so that the student is enrolled concurrently in both the Technology Foundations course and appropriate technical college program that are applicable to the student's academic program of study.

**Graphic Literacy** is an assessment that measures skills that individuals use to read and comprehend graphical materials to solve work-related problems.

**Data Literacy** measures and supports skills that individuals use to read, analyze and comprehend multiple sources of data to solve work-related problems.

**Reading for Information** is assessment that measures the skill people use when reading and using written text in order to do a job. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations.

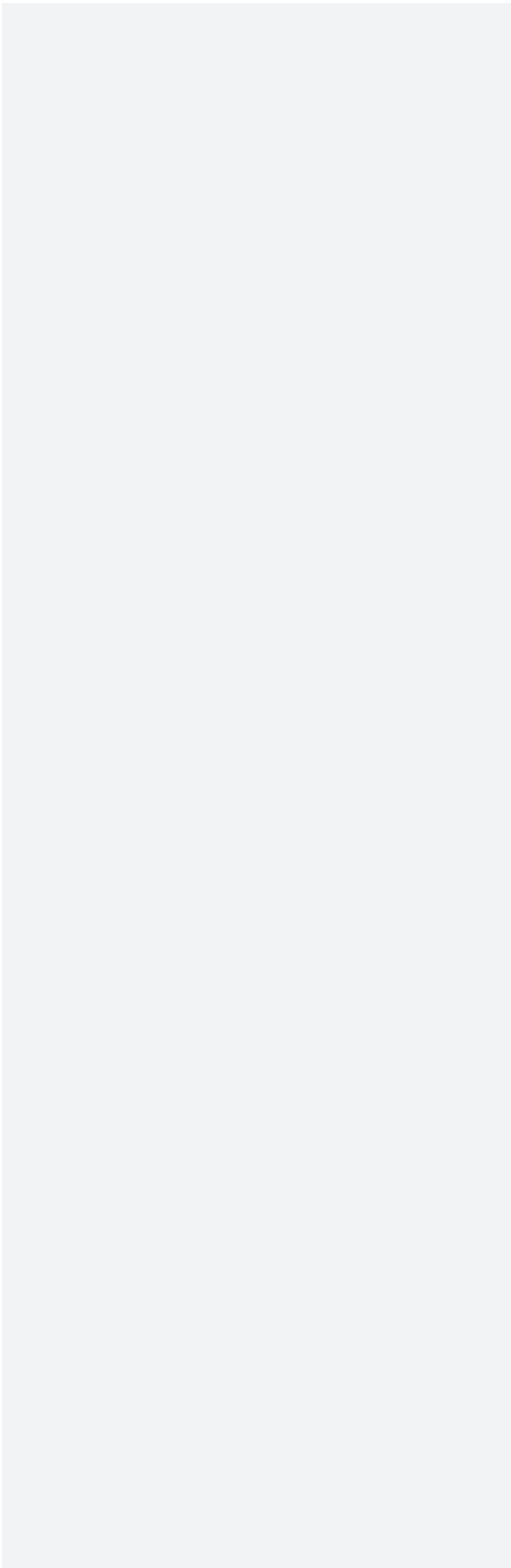
**Reading Comprehension** measures and supports reading for understanding and reasoning skills to prepare learners to utilize documents in the workplace.

**Technology Foundations** is an academic learning support course needed by a student to be successful in technical college programs and/or to meet minimum applied mathematics, graphic literacy, and reading for information data literacy, and reading comprehension competencies as determined by faculty in programs. The purpose of learning support is to enhance academic success in technical college programs and increase the likelihood of program completion that will prepare students for career

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| success in their chosen field of study.



**Valid Assessment Scores** are those recognized from sources approved by the Vice Chancellor of Academic Affairs (exhibit 1) that are no more than three years old prior to the first day of class for the student's entering trimester. Institutions shall evaluate, determine, and award prior learning credit.

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### **Policy/Guideline**

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- I. Each technical college in the College System of Tennessee must provide the Technology Foundation course, known as Learning Support, using the framework provided in the Exhibit 1.
- II. The delivery of Technology Foundations Learning Support must be in accordance with the procedures specified below.
- III. Any exception to this policy or procedure must be approved in writing by the Vice Chancellor for Academic Affairs.

### **Procedures**

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#### **I. Assessment and Placement**

- A. Students who do not present valid ACT, SAILS, or other approved valid assessment scores, that demonstrate college readiness based upon established cut scores, or other documentation to the contrary (exhibit 1), will be placed into the appropriate learning support course for applied mathematics, graphic literacy, and reading for information as defined by the academic program requirements.
- B. Students with transferable college-level coursework may be exempt from the Technology Foundations Learning Support course or completing assessments.
- C. Institutions will provide, or may require, assessment(s) to allow students to challenge placement into Technology Foundation Learning Support if they have not met established criteria.
  1. The challenge assessment will be a T BR approved nationally normed, standardized assessment that will be identified in the

institution's Catalog and/or Student Handbook and listed as one of the approved options in (exhibit 1).

- D. A first-time or transfer student, entering without valid assessment score or college level coursework not meeting transferable requirements will be enrolled into the appropriate subject area Technology Foundation Learning Support course along with the paired technical college program coursework or may be given the option of challenge testing to place into the technical college program without learning support.

## II. **Parameters**

### A. Organizational Structure

1. The president of each institution will determine the organizational structure and coordination of Technology Foundations Learning Support services for the institution.
2. Each institution will establish criteria for the selection of Technology Foundations Learning Support faculty consistent with professional standards within the discipline.
3. Institutional policies will apply to faculty and staff whose primary role is Technology Foundation Learning Support.

### B. Learning Support Framework

1. Institutions will develop a Technology Foundation competencies guide plan for applied mathematics, graphic literacy, and reading for information.
2. Full-time faculty who teach technical college programs must be involved in the development of appropriate Technology Foundations Learning Support curricula and delivery plans that support the linked technical college program.

3. The Technology Foundations Learning Support course must address the competencies determined to be appropriate for college readiness and must be aligned with the competencies required in the linked technical college program to facilitate successful completion of the college-level course.
4. Technology Foundations Learning Support competencies should be addressed as quickly as possible, beginning with the student's first trimester.
5. The Technology Foundation course should be kept to a maximum thirty (30) clock hours; however, while progress is individualized based on a progressive mastery of competencies, the instructors may also provide additional instruction through lectures, group discussions, and exercises.

C. Student Records

1. Students will demonstrate mastery of the defined Learning Support competencies at a level comparable to a passing grade.
2. Successful completion of a student's Learning Support requirements will be recorded on the student's academic record with ~~or without~~ the assignment of standard grades.
3. Institutions are encouraged to provide academic support in a variety of ways other than Learning Support courses. This is especially true for efforts to close achievement gaps or otherwise serve the needs of target populations.
4. Student progress and completion of Learning Support requirements will be recorded in Banner and posted to the academic record\*

D. Measures of Success

1. Success will be measured by: 1) student completion of Learning Support; 2) enrollment and success in technical college programs for which students have received Learning Support; and, 3) graduation rates.
2. Additional data measures may be established and reported by the institution to document and evaluate efforts to increase student access and success.

## **Exhibits**

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For Exhibits, click the Attachments button at the top right of the page.



## **Sources**

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Authority

T.C.A. §49-8-203

History

New Policy. Approved December 12, 2019, Board Meeting, July 26, 2022, Updated Exhibit 1; April 3, 2024, Updated Exhibit 1.

## 2.03.00.04 Technical College Learning Support



### Policy/Guideline Area

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Academic Policies

### Applicable Divisions

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TCATs

### Purpose

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This policy reflects the commitment of The College System of Tennessee and its technical college institutions to enhance and success in, post-secondary education for all students. The policy presents the parameters for the delivery of Technology Foundations academic support made available for students who may require additional assistance for developing competency in applied mathematics, graphic literacy, and reading for information necessary for success in technical college programs, with the exception of Allied Health programs. This policy supports T BR Policy 2.03.00.01 (Admissions at TCATs).

### Definitions

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**Applied Mathematics** measures and supports critical thinking, mathematical reasoning, and problem-solving techniques for situations occurring in the workplace.

**Co-Requisite Learning Support** is the linking of Technology Foundations courses with an appropriate technical college program that is required in the student's chosen field of study, so that the student is enrolled concurrently in both the Technology Foundations course and appropriate technical college program that are applicable to the student's academic program of study.

**Data Literacy** measures and supports skills that individuals use to read, analyze and comprehend multiple sources of data to solve work-related problems.

**Reading Comprehension** measures and supports reading for understanding and reasoning skills to prepare learners to utilize documents in the workplace.

**Technology Foundations** is an academic learning support course needed by a student to be successful in technical college programs and/or to meet minimum applied mathematics, data literacy, and reading comprehension competencies as determined by faculty in programs. The purpose of learning support is to enhance academic success in technical college programs and increase the likelihood of program completion that will prepare students for career success in their chosen field of study.

**Valid Assessment Scores** are those recognized from sources approved by the Vice Chancellor of Academic Affairs (exhibit 1) that are no more than three years old prior to the first day of class for the student's entering trimester. Institutions shall evaluate, determine, and award prior learning credit.

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## **Procedures**

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- B. Students with transferable college-level coursework may be exempt from the Technology Foundations Learning Support course or completing assessments.
- C. Institutions will provide, or may require, assessment(s) to allow students to challenge placement into Technology Foundation Learning Support if they have not met established criteria.
  1. The challenge assessment will be a T BR approved nationally normed, standardized assessment that will be identified in the

institution's Catalog and/or Student Handbook and listed as one of the approved options in (exhibit 1).

- D. A first-time or transfer student, entering without valid assessment score or college level coursework not meeting transferable requirements will be enrolled into the appropriate subject area Technology Foundation Learning Support course along with the paired technical college program coursework or may be given the option of challenge testing to place into the technical college program without learning support.

## II. **Parameters**

### A. Organizational Structure

1. The president of each institution will determine the organizational structure and coordination of Technology Foundations Learning Support services for the institution.
2. Each institution will establish criteria for the selection of Technology Foundations Learning Support faculty consistent with professional standards within the discipline.
3. Institutional policies will apply to faculty and staff whose primary role is Technology Foundation Learning Support.

### B. Learning Support Framework

1. Institutions will develop a Technology Foundation competencies guide plan for applied mathematics, graphic literacy, and reading for information.
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C. Student Records

1. Students will demonstrate mastery of the defined Learning Support competencies at a level comparable to a passing grade.
2. Successful completion of a student's Learning Support requirements will be recorded on the student's academic record with the assignment of standard grades.
3. Institutions are encouraged to provide academic support in a variety of ways other than Learning Support courses. This is especially true for efforts to close achievement gaps or otherwise serve the needs of target populations.
4. Student progress and completion of Learning Support requirements will be recorded in Banner and posted to the academic record\*

D. Measures of Success

1. Success will be measured by: 1) student completion of Learning Support; 2) enrollment and success in technical college programs for which students have received Learning Support; and, 3) graduation rates.
2. Additional data measures may be established and reported by the institution to document and evaluate efforts to increase student access and success.

## **Exhibits**

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For Exhibits, click the Attachments button at the top right of the page.



## **Sources**

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Authority

T.C.A. §49-8-203

History

New Policy. Approved December 12, 2019, Board Meeting, July 26, 2022, Updated Exhibit 1; April 3, 2024, Updated Exhibit 1.

## **Exhibit 1**

TBR Policy: 2.03.00.04 Technical College Learning Support

### **List of Assessments Approved by the Vice Chancellor for Academic Affairs**

1. ACT
2. National Career Readiness Certificate (NCRC)
3. National Work Readiness Certificate (NWCR)
4. ACCUPLACER
5. Completion of Learning Support Competencies through the Seamless Alignment and Integration of Learning Support (SAILS) program
6. Completion of the SAILS Mathematical Reasoning for Decision Making (MRDM) curriculum
7. Students successfully completing an Associate, Bachelor, Master, ~~or~~ Doctorate degree, or TCAT credential are automatically exempt from Tech. Foundation.
8. Joint Military Transcript and Air Force Community College degrees and course completion can be used to exempt military veterans from part and/or all Tech. Foundation course, upon examination of transcript.

### **Approved Cut Scores for Placement into Technical College Programs,** except Allied Health programs

Subject Area	ACT***	ACCUPLACER (Next Generation)	NCRC***	NWCR***	SAILS*** §	Mathematical Reasoning for Decision Making (MRDM)***Y
Applied Mathematics	19	250	Level 5	Level 3	Successfully completed 5 identified math competencies <u>OR</u> SAILS Statistics/SAILS Algebra or SAILS Statistics/SAILS TCAT	Successful completion of the SAILS MRDM curriculum with a 70% or better on each proctored exam.
<del>Graphic Literacy</del> <u>Data Literacy</u> (Science)	19	N/A	Level 5	Level 3	N/A	Successful completion of the SAILS MRDM curriculum with a 70% or better on each proctored exam.
<u>Reading for Information Reading Comprehension</u> (Reading)	19	250	Level 5	Level 3	N/A	

Revised 12/13/2024

***The cut scores identified above are those approved for placement in TBR technical college programs and are not used for admissions decisions.***

\*\*\* Students with a subject score that is equal to or greater than the listed cut score will be exempt from Technology Foundations Learning Support course.

§ Students must complete SAILS Statistics prior to completing SAILS Algebra or SAILS TCAT. SAILS Statistics completion done alone is not sufficient to waive Applied Mathematics remediation.

Ÿ Students must complete SAILS MRDM curriculum to waive Applied Mathematics and Graphic Literacy remediation.

## **Exhibit 1**

TBR Policy: 2.03.00.04 Technical College Learning Support

### **List of Assessments Approved by the Vice Chancellor for Academic Affairs**

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### **Approved Cut Scores for Placement into Technical College Programs,** except Allied Health programs

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Applied Mathematics	19	250	Level 5	Level 3	Successfully completed 5 identified math competencies <b>OR</b> SAILS Statistics/SAILS Algebra or SAILS Statistics/SAILS TCAT	Successful completion of the SAILS MRDM curriculum with a 70% or better on each proctored exam.
Data Literacy (Science)	19	N/A	Level 5	Level 3	N/A	Successful completion of the SAILS MRDM curriculum with a 70% or better on each proctored exam.
Reading Comprehension	19	250	Level 5	Level 3	N/A	

***The cut scores identified above are those approved for placement in TBR technical college programs and are not used for admissions decisions.***

\*\*\* Students with a subject score that is equal to or greater than the listed cut score will be exempt from Technology Foundations Learning Support course.

§ Students must complete SAILS Statistics prior to completing SAILS Algebra or SAILS TCAT. SAILS Statistics completion done alone is not sufficient to waive Applied Mathematics remediation.

Ÿ Students must complete SAILS MRDM curriculum to waive Applied Mathematics and Graphic Literacy remediation.

# 1.11.00.00 Development and Approval of Policies and Procedures



## Policy/Guideline Area

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Governance, Organization, and General Policies

## Applicable Divisions

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System Office

## Purpose

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The purpose of this policy is to provide for uniformity in the drafting, review, revision, and approval of all Board-established system-wide policies and guidelines..

## Definitions

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- Policy – A written statement that mandates, specifies, or prohibits behavior to express basic values of the TBR system, enhance the TBR mission, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk.
- Guideline – The operational steps required to accomplish an action that necessitates specific instructions. Generally, a guideline or will pertain to implementation of a Policy. Guidelines may also provide guidance for behavior on issues that are not dictated by Policy. A Guideline may occasionally be referred to as a “Procedure.”
- College Policy – A College Policy is any College-specific written statement of general applicability that meets the definition of a Policy or a Guideline, or which otherwise sets forth standards or formalizes operations at a College, regardless of the label assigned to the document (e.g., policy, procedure, guideline, guidance, interpretive statement, handbook, etc.) and regardless of whether the document applies College-wide or to certain operational unit(s) of the College. “College Policy” does not include course syllabi and similar sets of expectations set by instructors for individual classes.

- Responsible Party – The System Office person, office, or group charged with oversight of a Policy or Guideline related to their area of responsibility.

## Policy

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### I. Applicability of System-Wide Policies and Guidelines

- A. TBR system-wide Policies and Guidelines are in effect for all TBR Colleges, except under limited, defined circumstances and exceptions as set out in this Policy. Reasons for system-wide uniformity include increasing consistency of operations; ensuring compliance with applicable laws, regulations, and standards; minimizing litigation, financial, audit, and other risks; and reducing potential conflict between a system-wide Policy or Guideline and a College Policy.

1. Pursuant to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Principles of Accreditation and Council on Occupational Education (COE) standards, a College is permitted to rely on and/or to adopt TBR-approved policies and guidelines without further review by a College committee.

### B. Implementation of System-Wide Policies and Guidelines

1. A College may link to or otherwise adopt system-wide Policies and Guidelines.
2. Alternately, a College may create a separate version of system-wide Policies and Guidelines, in which case College Policies:
  - a. Must be substantively identical to and consistent with system-wide Policies and Guidelines;
  - b. Must not contain any material additions, material omissions, or other material differences;

- c. May be customized with color schemes and logos;
  - d. May provide College-specific information to assist the reader, such as contact information for College offices or employees;
  - e. May be re-numbered or reorganized;
  - f. May omit Policies and Guidelines not applicable to the College (e.g., Policies related to system governance; Policies applicable to TCATs, if a Community College; Guidelines applicable to the System Office; etc.); and
  - g. May make other non-substantive, non-material changes.
- C. Board-approved Policies, including revisions, are effective and applicable to all Colleges ten business days after Board approval, unless the Board sets a different effective date. TBR Guidelines, including revisions, approved by the Presidents Council are effective and applicable to all Colleges ten business days after approval by the Presidents Council, unless the Presidents Council sets a different effective date.
  - 1. If a College creates a separate version of system-wide Policies and Guidelines, a College must have in place a mechanism to implement new system-wide Policies and Guidelines, as well as revisions, on the effective date. To do so, Colleges are expected to monitor the Presidents Council and Board agendas to implement Policies and Guidelines, including revisions, as of the effective dates. If permitted by this Policy, a College may make additional revisions in accordance with College processes either as of the effective date or later.
- D. No College Policy shall be inconsistent with a system-wide Policy or Guideline unless authorized by this Policy, or unless the Chancellor or designee approves an exception. Any request for an exception that is not

authorized by this Policy must first be directed to the Office of General Counsel for legal advice.

- E. College Policies may be implemented to increase operational efficiencies or otherwise to advance the mission of the College in certain circumstances. These situations include the need to operationalize or to apply a system-wide Policy or Guideline to the specifics of the College; to implement a College Policy where there is no applicable system-wide Policy or Guideline; or to provide a level of fiscal oversight by the College greater than required by a system-wide Policy or Guideline. Examples of areas in which Colleges retain flexibility to draft College Policies are as follows.

1. A College may implement financial controls more strict than required by a system-wide Policy or Guideline, after getting approval from the Vice Chancellor for Business and Finance;
2. If a system-wide Policy or Guideline directs the creation of a College Policy, the College Policy shall not be inconsistent with any system-wide Policy or Guideline;
3. Discussion Point—does something specific need to be said about Academic policies, perhaps regarding the planning, implementation, and evaluation of academic programs?
4. Discussion Point—what other areas do Colleges believe they need the flexibility to draft College Policies or to alter system-wide Policies and Guidelines?
5. Discussion Point—What, if any, review by the System Office should be necessary to review College Policies?
6. Training documents that explain a System Policy or Guideline. (Note that documents purporting to summarize Policies and Guidelines are highly discouraged).

F. In certain areas, Colleges retain little or no flexibility to create new College Policies or to make any substantive modifications to system-wide Policies and Guidelines, including those relating to:

1. Student matters (i.e., system-wide Policies beginning with “3” and system-wide Guidelines beginning with “S”);
2. Discrimination, equal employment opportunity, and harassment (i.e., those implementing civil rights laws, including, but not limited to, TBR Guideline P-080 and system-wide Policies beginning with a “6”);
3. Safety and security (i.e., system-wide policies beginning with a “7”);
4. Constitutional rights;
5. Statutory, regulatory, and other legal requirements; and
6. Employee benefits, leave, disciplinary standards, and most other aspects of personnel Policies and Guidelines.

## II. Policy and Guideline Initiation and Revision

A. New and revised system-wide Policies and Guidelines may be initiated either by an established Sub-council or System Office administration. Responsibility for policy areas is generally as follows:

1. Safety and Security Policies and Guidelines – Office of General Counsel; Campus Safety and Security.
2. Sexual Discrimination/Harassment/Misconduct Policies and Guidelines – Office of General Counsel.
3. Personnel Policies and Guidelines – Office of Business and Finance (Human Resources Department).
4. Business and Finance Policies and Guidelines– Office of Business and Finance, Internal Audit.
5. Student Policies and Guidelines – Office of Student Success.
6. Academic Policies and Guidelines– Office of Academic Affairs.

7. Governance, Organization, and General Policies and Guidelines – Office of General Counsel, Office of Information Technology.
8. Marketing and Communications Policies and Guidelines – Department of Marketing, Digital Strategy, and Public Relations.
9. The Chancellor or the Board of Regents may designate a responsible party for the initiation or revision of a Policy or Guideline.
10. All Policies and Guidelines should be reviewed and revised or deleted as needed, but not less than every five (5) years.
11. When proposing revisions to a Policy or Guideline, or when proposing a new Policy or Guideline, the responsible party shall obtain from the Office of General Counsel the current version of the Policy or Guideline or the template for a new Policy or Guideline. Using an OGC-provided document will ensure that revisions are made to the correct version of the document, will bring consistency to formatting, and will enable the new or revised document to be loaded into the policy management software.
12. Policies must comply with the Style Guide identified in Exhibit 1.
13. The General Counsel is responsible for compilation, organization and maintenance of all system Policies and Guidelines and may make such changes to the organization of the Policies and Guidelines as necessary.
14. The General Counsel is responsible for disseminating new and revised policies and guidelines to the Colleges.

### III. Policy and Guideline Initiation and Review

#### A. Proposed Policies and Guidelines.

1. The responsible party shall send an original draft to the Office of General Counsel prior to any action by any sub-council.
2. The General Counsel or designee will review the proposed Policy or Guideline for legal sufficiency and consistency with existing Policies and Guidelines.
3. In consultation with the Chancellor and appropriate Vice-Chancellors, the General Counsel will review the Policy or Guideline for necessity and consistency with the goals and mission of the TBR system and for proper classification as a Policy or Guideline, and will also designate which sub-councils will review the Policy or Guideline, and then return it to the responsible party for action by the designated sub-council(s). The Chancellor has the discretion to send a Policy or Guideline directly to the President's Council and/or Board for consideration, when necessary.
4. The responsible party or designee will present the Policy or Guideline to the designated sub-council(s) for review and action.
  - a. A Guideline approved in sub-council without further revision is then transmitted by the responsible party to the Presidents Council for consideration on a transmittal form and in the manner directed by the Chancellor's Office.
  - b. A Guideline requiring further revision in sub-council should be reviewed by General Counsel or designee prior to being transmitted to the Presidents Council.
  - c. A Guideline approved by the Presidents Council will be effective on the date designated in the Guideline and will be posted to the TBR Policies and Guidelines website no later than the effective date.

- d. A proposed Guideline that is not approved by the Presidents Council will be returned to the responsible party for further review, revision, and possible presentation at a subsequent Presidents Council meeting.
  - e. A Policy approved by the Presidents Council will be transmitted through the appropriate committee to the Board of Regents for consideration on a form provided by the Board Secretary and in the manner directed by the Board Secretary.
  - f. A Policy that does not receive approval by the Presidents Council will be returned to the responsible party. If the Chancellor approves, the responsible party may choose to transmit the Policy through the appropriate committee to the Board, noting the lack of approval by the Presidents Council.
- 5. A Policy approved by the Board of Regents will be effective on the date designated in the Policy and will be posted to the TBR Policies and Guidelines website no later than the effective date.
- 6. A Policy not approved by the Board will be returned to the responsible party for further review, revision, and possible presentation at subsequent President's Council and Board Meetings.
- B. Revision or Rescission of Existing Policies and Guidelines.
  - 1. Revisions or rescission of existing Policies and Guidelines will follow the same process as newly proposed Policies and Guidelines..

#### IV. Ministerial Changes to Policies and Guidelines

- A. The General Counsel is authorized to make ministerial revisions to Policies and Guidelines:
1. To bring the Policy or Guideline into compliance with a statutory, regulatory, or other legal requirement;
  2. To correct a clerical or other typographical error; or
  3. To make an administrative change (e.g., the title of an administrator or office) that will not change the substantive meaning of the Policy or Guideline.
- B. Exhibits to Policies and Guidelines (forms, templates, sample contracts, etc.) do not require approval by the Presidents Council or Board. New or revised exhibits are reviewed and approved by the responsible party for the subject Policy or Guideline.

## Exhibits

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For Exhibits, click the Attachments button at the top right of the page.



## Sources

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### Authority

T.C.A. § 49-8-203

### History

NEW Policy approved by Board, June 23, 2017; ministerial revisions to exhibits and their references, June 26, 2018; Revision approved at Board Meeting June 20, 2019.