

**MINUTES**  
**TENNESSEE HIGHER EDUCATION COMMISSION**  
**Summer Quarterly Meeting**  
**July 17, 2003, 9:00 a.m. CDT**

Commission Members present:

Mr. Steve Adams	Mr. John Morgan
Mr. Riley Darnell	Mr. Jim Powell
General Wendell Gilbert	Mayor A C Wharton via telephone
Mr. Ransom Jones	Ms. Katie Winchester
Ms. Debbie Koch via telephone	Dr. Brad Windley
Mr. Omar Lopez	Ms. Eleanor Yoakum

**Adoption of Agenda**

The meeting was called to order by Chairman Ransom Jones. Mr. Jones called for a motion to adopt the agenda. The motion was made by Dr. Brad Windley and seconded by Ms. Eleanor Yoakum. The motion was duly adopted.

**Approval of Minutes, April 17 and June 11, 2003 Meetings**

Mr. Jones called for a motion to approve the minutes of the April 17 and June 11, 2003, Commission meetings. Mr. Omar Lopez made the motion which was seconded by Dr. Windley. The motion was duly adopted.

**Academic Affairs**

New Academic Programs

Dr. Linda Bradley, Associate Executive Director for Academic Affairs, presented information concerning seven new academic programs, which are:

- Nashville State Technical Community College, Technical Certificate in Computer-Aided Drafting
- Cleveland State Community College, Associate of Applied Science in Public and Government Services
- Chattanooga State Technical Community College, Associate of Applied Science in Real-time Reporting
- Tennessee State University, Bachelor of Science in Health Science
- East Tennessee State University, Doctor of Physical Therapy
- University of Memphis, Master of Science in Nursing
- Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University,

Tennessee Technological University, University of Memphis, On-line Master of Education in Advanced Studies in Teaching and Learning

Dr. Bradley reviewed the documentation in support of these new programs and highlighted the more relevant points. Dr. Richard Rhoda, Executive Director, commended the Tennessee Board of Regents for the development of the on-line teacher education program.

Dr. Windley made a motion that the programs be approved, effective immediately. It was seconded by Mr. Riley Darnell and duly adopted by the Commission.

#### Post Approval Monitoring Reports

Dr. Bradley next presented the findings of the post approval monitoring report performed pursuant to Commission policy. This report includes all academic degree programs approved between 1997 and 2002. Dr. Bradley pointed out that enrollment and graduation projections for several programs have not been met and indicated that staff will continue to monitor the progress of those programs. She further indicated that if progress is not made toward the projections the institution will be allowed to advise the Commission of any extenuating circumstances that are preventing the anticipated productivity. The programs will ultimately be recommended for removal or consolidation where sufficient productivity has not been attained.

#### Introduction of New Commission Member

Chairman Jones deviated from the agenda to recognize Ms. Katie Winchester as the newest member of the Commission. He called on Dr. Windley to introduce her to the Commission. Dr. Windley indicated that he has known Ms. Winchester and her husband for many years and acknowledged that she has done much over the years to serve her community and the state. Mr. Jones welcomed Ms. Winchester to the Commission.

#### Status of Tennessee College of Public Health

Mr. Jones again recognized Dr. Bradley to provide an update on the status of the Tennessee College of Public Health. Dr. Bradley indicated that the consortium between the University of Tennessee Knoxville, University of Tennessee Health Science Center, Tennessee State University, East Tennessee State University and University of Memphis is progressing. Since the Commission was last updated the task force has begun discussions related to identifying a person to serve as dean of the college who will implement the plans to establish the college and lead the effort for accreditation. To support that effort UTHSC, UTK and ETSU

are working collaboratively to secure a grant from the U. S. Department of Health that will be used to establish standards for admissions, graduation, transfer of credits and evaluation of faculty credentials.

### Status of Nursing Education Issues

Dr. Bradley next informed the Commission on initiatives that are being taken to address the nursing shortage in Tennessee. Among those initiatives is a joint venture between East Tennessee State University and Mountain States Health Alliance to establish a fast track program that will allow the students to earn the degree in 18 months. The program will be for individuals already holding a baccalaureate degree who wish to change careers.

Dr. Charles Manning, Chancellor of the Tennessee Board of Regents, indicated that while TBR nursing programs are at capacity, he is encouraging those institutions to raise funds that will enable them to hire additional faculty in order to expand existing programs in lieu of creating new programs.

### Temporary Authorization of New Institutions and Approval of New Programs Under the Postsecondary Authorization Act

Dr. Stephanie Bellard, Assistant Executive Director of Postsecondary Authorization, presented the recommendation of staff and the Postsecondary Education Authorization Advisory Committee to grant temporary authorization to new institutions listed on the agenda except for Central Michigan University in Bristol, which had requested deferral of action on its application. She also recommended approval of new programs. The new institutions and new programs are found in Attachment A to these minutes.

Dr. Windley moved to approve the recommendation of the Postsecondary Authorization staff and the Postsecondary Education Authorization Advisory Committee, and Ms. Eleanor Yoakum seconded the motion. The motion was duly adopted.

### **Fiscal Affairs**

#### Consideration of FY 2003-2004 Operating Budgets

Mr. Jim Vaden, Associate Executive Director for Fiscal Affairs, provided summary comments related to the review of the institutions' FY 2003-2004 operating budgets. He noted that all auxiliary enterprises were in balance; each institution allocated at least 100 percent of the amount appropriated for maintenance and operational expenses to be expended for that purpose; and that the institutions are reducing their reliance on general fund revenues to support intercollegiate athletics.

A discussion ensued concerning the use of fees to reduce the reliance on general fund revenues for athletics and the overall increase of fees. Mr. Riley Darnell and Mr. Steve Adams expressed concern over the extent fees were increased for the upcoming academic year. Each indicated that the increases were unexpected in light of the tuition increases that had been recommended. Each also expressed concern about the practice of using fees to offset reductions in general fund revenues to balance athletic expenditures.

Mr. John Morgan agreed that while fees increases were not preferable, given the current level of state appropriations, this was the only alternative at this time. He further noted that when the Commission first discussed the issue of athletic expenditures it was noted that it would likely result in a shift of funding to fees. Mr. Morgan suggested that there was some benefit to this as it will clearly identify the funds going for athletics. Mr. Morgan encouraged the members to attend the meeting with the THEC consultant assisting in development of a funding formula, Dennis Jones, President of the National Center for Higher Education Management Systems.

Mr. Vaden recommended that the Commission approve, and the Executive Director transmit the approval of the FY 2003-2004 July 1 budgets, along with the appropriate commentary, to the Commissioner of Finance and Administration. Dr. Windley made the motion and Mr. Morgan seconded it. The motion was duly adopted.

#### Update of the University of Tennessee Martin Campus Master Plan

Mr. Vaden introduced Dr. Philip Scheurer, Vice President for Operations for the University of Tennessee, who provided a review of the update of the University of Tennessee Martin 1995 Master Plan. At the conclusion of the presentation Mr. Vaden recommended approval of the master plan. Mr. Darnell made the motion which was seconded by Dr. Windley. The motion was duly adopted.

#### **Policy Revisions**

##### THEC Policy O5.0 – Code of Ethics for Commission Members

Mr. Will Burns, Associate Executive Director for Legal and Regulatory Affairs, presented the policy which is included in these minutes as Attachment B. He noted that Public Chapter 327, Acts of 2003 required the Commission, as well as the Board of Regents and University of Tennessee Board of Trustees, to adopt a code of ethics. Mr. Burns indicated that in developing the code of ethics, similar documents adopted in other states were reviewed. Mr. Lopez made the motion to adopt the code of ethics. Ms. Yoakum seconded the motion, which was duly adopted.

THEC Policy O5.1 – Conflict of Interest Disclosure Policy for Commission Members and THEC Policy O5.2 – Conflict of Interest Disclosure Policy for Executive Staff

Mr. Burns recommended deferring action on these two items until the next meeting of the Commission. This recommendation was based on information recently provided by the Attorney General's office that if added would improve the policy revisions. The Commission agreed to defer its action on these items.

**Adoption of Permanent Rules**

Immunization of Newly Matriculating Students

Mr. Burns presented the proposed rules to effectuate the provisions of Public Chapters 104 and 136, Acts of 2003, which are included in these minutes as Attachment C. These rules will provide a mechanism by which institutions will notify its students of the risks of contracting meningococcal disease and hepatitis B, and the availability and effectiveness of the respective vaccines. He pointed out that the Commission had adopted temporary public necessity rules at its last meeting and that the main difference between the two sets of rules relates to definitions that were added to the permanent rules to more accurately reflect the intent of the legislation.

Mr. Darnell made the motion to approve the rules and Ms. Yoakum seconded the motion. A roll call vote was taken and was approved by the following vote:

	Aye	No	Absent
Steve Adams	X		
Riley Darnell	X		
Wendell Gilbert	X		
Ransom Jones	X		
	Aye	No	Absent
Debby Koch	X		
Omar Lopez	X		

John Morgan	X		
Jim Powell	X		
June Scobee Rodgers			X
A C Wharton, Jr.			X*
Katie Winchester	X		
Brad Windley	X		
Eleanor Yoakum	X		

\*Mr. Wharton was disconnected from the telephone line prior to this vote.

### **Status of THEC Plan of Action**

Dr. Rhoda indicated that progress continues to be made on implementation of the provisions of the THEC Plan of Action. He noted that a roundtable discussion on higher education funding was held the previous day prior which included representation from many of the constituent groups interested in the outcome of that process. He expounded on the opportunity for the Commission to meet with Dennis Jones who is serving as a consultant on the funding formula. He indicated that Mr. Jones will be in Nashville on August 27 to meet with the Commission members and others as part of this project. Dr. Rhoda encouraged all members to attend.

Dr. Rhoda stressed the significance of the post approval review of programs presented by Dr. Bradley. He indicated that there would be continued follow up on this project.

Dr. Rhoda recognized Dr. Brian Noland, Associate Executive Director for Policy and Planning to address the review of off-campus locations. Dr. Noland indicated that approval was withdrawn for off-campus locations that have not offered instruction in the past three years. This reduced the number of off-campus sites from 1,301 to 524. He indicated that most of the current locations include facilities such as local school buildings where there is little if any rent charge.

### **Geier Status Report**

Mr. Burns advised the Commission that staff had provided Carlos Gonzalez, Court Monitor of the *Geier* case, with information to aid his

work at resolving the allegations by Austin Peay State University students that the budget reductions implemented at APSU had a disproportionate impact on African-Americans. He also indicated that Dr. Noland has produced the summary tables on enrollment and employment at each institution by race which is provided each year to the Court and parties to the lawsuit.

## **Administrative Items**

### Chairman's Report

Mr. Jones expressed appreciation for the support he received as chairman from Dr. Rhoda, the staff and Commission members. He acknowledged that it has been a pleasurable experience. He further expressed his support for the new chairman.

### Executive Director's Report

Dr. Rhoda began his report by welcoming Ms. Winchester to the Commission and expressed his eagerness to begin working with her. He also acknowledged the contribution her predecessor, Mayor Dale Kelley, made to the Commission.

Dr. Rhoda announced that Dr. June Scobee Rogers was unable to attend the meeting as she had just returned from England where she was awarded an honorary doctorate in science.

There were several staff changes that Dr. Rhoda announced. First he indicated that Mr. Shederick McClendon and Ms. Cynthia Stockton would be leaving the Commission to pursue other opportunities. He acknowledged the excellent work each performed for the Commission. He also recognized Mr. William Arnold who will replace Mr. McClendon and Ms. Marshelle Rolle who is working for the Commission this summer before attending the Tennessee Technology Center at Nashville this fall. Finally, he noted Dr. Raholanda Moore who is a Maxine Smith Fellow and will be working with the Commission on a part time basis over the next year. Dr. Moore is a professor of Business Education at Middle Tennessee State University.

Dr. Rhoda also recognized the contributions of Mr. Karl Kruger and Ms. Jeri Rampy who have redesigned the Commission's webpage. Mr. Kruger gave a brief review of the site.

Dr. Rhoda announced that the Commission appeared before the Joint Education Subcommittee of the Government Operations Committees for its sunset hearing. He reported that the Commission has been asked to follow up in 90 days with additional information and to appear before the committee again in November. He acknowledged the work of Mr. McClendon and Mr. Burns in preparing for the meeting. Dr. Rhoda

advised the Commission that the subcommittee had recommended a four year extension.

Finally, Dr. Rhoda gave an update on the lottery scholarship program. He indicated that a meeting would convene later in the day to begin work on the rules governing the scholarship. He also indicated that the lottery board would convene its first meeting the following Monday and that he would be in attendance.

#### Election of 2003-2004 Officers

Mr. Jones recognized Ms. Debby Koch for a report of the nominating committee concerning nominations for 2003-2004 officers. She announced that the following was being recommended to the Commission:

President – Mr. Jim Powell

Vice President – Mayor A C Wharton

Vice President – Dr. Brad Windley

Secretary – Ms. Debby Koch

Mr. Lopez made a motion to approve the recommendation and it was seconded by Ms. Yoakum. The motion was duly adopted.

Mr. Jones recognized Mr. Powell for remarks. Mr. Powell expressed his appreciation to the Commission for the confidence it has shown in him and assured them he would do his best to serve effectively as chair.

#### Systems' Reports

##### Tennessee Board of Regents

Chancellor Manning advised the Commission that the Regents On-line program now offers a Masters of Education. He indicated that the program is geared for individuals with a bachelor's degree but not certified to teach. He further advised that a Masters in Nursing would soon be brought on-line.

Chancellor Manning also expressed an interest the TBR has at discussing ways to obtain funding for capital maintenance needs. He indicated that this would be an issue discussed by TBR and welcomed input from the Commission.

##### University of Tennessee

Ms. Sylvia Davis, Vice President for Finance, presented the report on behalf of the University. Ms. Davis began her report by announcing that the Southern Association of Colleges and Schools had recently approved UT as one accrediting unit made up of the Knoxville and Memphis

campuses, as well as the Agriculture and Space programs and Public Service Institute.

She also announced that the University has enhanced its presence in Washington D.C. by hiring a federal relations officer as of July 1.

Next she announced the creation of a new task force to study the university's fee structure. Ms. Davis indicated that the group would look at such things as whether students view the fee as fair, is it fiscally sound, and how it will impact the Tennessee Student Assistance Corporation programs.

Finally, she expressed appreciation for the work of Ms. Betsey Kirk, not only as the THEC member representing UT students, but also for the leadership role she has taken on issues involving state appropriations for higher education.

#### Tennessee Student Assistance Corporation

Mr. Michael Roberts, Executive Director of TSAC, began by announcing that as a result of budget reductions approximately 3,000 fewer students will receive assistance through the Tennessee Student Assistance Award Program. As a result, TSAC over awarded its funds by only 130 percent instead of the usual 150 percent.

Mr. Roberts indicated that TSAC will be heavily involved in implementing the lottery scholarship program. This will include development of rules, training financial aid and recruiting officers, making software systems improvements and marketing the program.

#### Resolutions of Appreciation for Joe Lancaster and Betsey Kirk

Dr. Rhoda expressed his appreciation for the contribution Mr. Joe Lancaster made to the Commission during his many years of service. He also recognized the work of Ms. Betsey Kirk. Dr. Rhoda read resolutions of appreciation for both former members which are Attachment D to these minutes. General Wendell Gilbert made the motion to approve the resolutions and it was seconded by Dr. Windley. The motion was duly adopted.

#### Fall Commission Meeting

Dr. Rhoda announced that the Commission would next meet on November 20, 2003. The time and location will be announced at a later date.

There being no further business, Mr. Jones declared the meeting adjourned.

Approved:

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James J. Powell, Sr.  
Chairman

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Debby Koch  
Secretary

## **Attachment A**

### **A. Central Michigan University**

**Bristol TN**

Central Michigan University – Bristol is located at the Bristol Regional Medical Center at One Medical Park Boulevard in Bristol, Tennessee. The school is a public university that is accredited by the North Central Association of Colleges and Schools (NCA).

The school will offer one program.

Program: Health Services Administration  
Credential Awarded: Master of Science  
Length of Program: 36 semester credit hours (30-months)

The school participates in Title IV funding.

### **B. Draughons Jr. College**

**Murfreesboro TN**

Draughons Junior College is located at 1237 Commerce Park Drive Murfreesboro, Tennessee. The school is a for profit corporation. Draughons Junior College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

The school will offer sixteen programs already approved by THEC:

Associate of Science	Accounting
Associate of Science	Business Management
Associate of Science	Computer Information Technology
Associate of Science	Criminal Justice
Associate of Science	E-Commerce
Associate of Science	Health Information Technology Option #1
Associate of Science	Health Information Technology Option #2
Associate of Science	Health Information Technology Option #3
Associate of Science	Legal Assisting
Associate of Science	Medical Assisting
Associate of Science	Microsoft Support Engineer
Diploma	Computer Information Technology
Diploma	Health Information Technology Option #1
Diploma	Health Information Technology Option #2
Diploma	Health Information Technology Option #3
Diploma	Medical Assisting

The school participates in Title IV funding programs.

**C. First Class Truck Driver Training Center****Saltillo TN**

First Class Truck Driver Training Center is located at 395 Handy Corner Road in Saltillo, Tennessee. The school is a for-profit partnership.

The school will offer one program.

Program:	Tractor-Trailer Truck Driver
Credential Awarded:	Certificate of Completion
Length of Program:	154 contact hours (3 weeks)

The school does not participate in Title IV funding.

**D. High Tech Institute****Memphis TN**

High-Tech-Memphis is located at 5865 Shelby Oaks Circle, Suite 250 in Memphis, Tennessee. The institution is a for-profit corporation. The school is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC).

The school will offer seven programs already approved by THEC.

Associate of Applied Science	Digital Design & Animation
Associate of Applied Science	Massage Therapy
Associate of Applied Science	Medical Assistant
Associate of Applied Science	Surgical Technologist
Diploma	Massage Therapy
Diploma	Medical Assistant
Diploma	Surgical Technologist

The school participates in Title IV funding.

**E. Hiwassee Chapter – American Red Cross****Cleveland TN**

The Hiwassee Chapter of the American Red Cross is located at 304A – 20<sup>th</sup> Street S.E. in Cleveland, Tennessee. The school is a not-for-profit corporation.

The school will offer one program.

Program:	Nurses Assistant
Credential Awarded:	Certificate of Completion
Length of Program:	184 contact hours (26 days)

The school does not participate in Title IV funding.

**F. National Hardwood Lumber Association****Memphis TN**

National Hardwood Lumber Inspection School is located at 6830 Raleigh LaGrange Road in Memphis, Tennessee. The school is a not-for-profit Trade Association.

The school will offer one program.

Program: National Hardwood Lumber Inspection  
Credential Awarded: Certificate of Completion  
Length of Program: 455 contact hours (14 weeks)

The school does not participate in Title IV funding.

**G. Remington College Nashville Campus****Nashville TN**

Remington College – Nashville is located at 441 Donelson Pike, Suite 150 in Nashville, Tennessee. The school is a for-profit corporation. Remington College is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT).

The school will offer four programs already approved by THEC.

Associate of Applied Science	Business Information Systems
Associate of Applied Science	Computer Networking Technology
Associate of Applied Science	Electronic Engineering Technology
Diploma	Medical Assisting

The school participates in Title IV funding.

**H. Southeastern Career College****Nashville TN**

Southeastern Career College is located at 100 Oaks Office Building, 719 Thompson Lane, Suite 600 in Nashville, Tennessee. The institution is a for profit corporation. Southeastern Career College is accredited by The Accrediting Commission of the Council on Occupational Education (COE). The school is also approved by the American Bar Association.

The school will offer four programs that are already approved by THEC:

Associate of Science Paralegal Studies-Day  
Associate of Science Paralegal Studies-Evening  
Certificate General Practice Paralegal-Day  
Certificate General Practice Paralegal-Evening

\* The evening program does not require an internship.

The school participates in Title IV funding programs.

**I. UCP/Memphis Works****Memphis TN**

UCP/Memphis Works is located at 4189 Leroy Avenue Memphis, Tennessee. The school is a not-for-profit corporation.

The school will offer four programs.

Program: A+ Computer Support  
Credential Awarded: Certificate of Completion  
Length of Program: 560 contact hours (4 months)

Program: Carpentry Skills  
Credential Awarded: Certificate of Completion  
Length of Program: 480 contact hours (3 months)

Program: Nursing Assistant  
Credential Awarded: Certificate of Completion  
Length of Program: 240 contact hours (2 months)

Program: Office Technology  
Credential Awarded: Certificate of Completion  
Length of Program: 250 contact hours (2 ½ months)

The school does not participate in Title IV funding.

**J. University of Phoenix****Memphis TN**

The University of Phoenix – Memphis is located at the Parkway Building at 65 Germantown Court in Memphis, Tennessee. The institution is a for-profit organization. The University of Phoenix is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (NCA).

The school will offer twelve programs already approved by THEC:

Master of Arts	Organizational Management
Master of Business Admin.	Business Administration
Master of Business Admin.	E-Business
Master of Business Admin.	Health Care Management
Master of Business Admin.	Technology Management
Master of Science	Computer Information Systems
Bachelor of Science	Business Administration
Bachelor of Science	Business Management
Bachelor of Science	Business Marketing
Bachelor of Science	E-Business
Bachelor of Science	Health Care Services
Bachelor of Science	Information Technology

The school participates in Title IV funding programs.

**K. Virginian College – Technical****Birmingham AL**

Virginia College – Technical is located at 2790 Pelham Parkway in Pelham, Alabama. The school is a limited liability corporation. Virginia College – Technical is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The school is a recruitment only institution and all classes are available on site.

The school will offer four programs.

Program:	Automotive Body Specialist
Credential Awarded:	Occupational Associate Degree
Length of Program:	96 quarter credit hours (21 months)
Program:	Automotive Service Technician
Credential Awarded:	Occupational Associate Degree
Length of Program:	96 quarter credit hours (21 months)
Program:	Welding Quality Assurance
Credential Awarded:	Occupational Associate Degree
Length of Program:	90 quarter credit hours (18 months)
Program:	Welding Technology
Credential Awarded:	Diploma
Length of Program:	26 quarter credit hours (6 months)

The school participates in Title IV funding.

**NEW PROGRAMS****A. Career Creations Institute****Tullahoma TN**

Career Creations Institute is seeking authorization for two new programs, Certificate of Completions in A+ Certification and QuickBooks. The programs will be taught by faculty from their authorized site in Tullahoma, Tennessee.

Program:	A+ Certification
Credential Awarded:	Certificate of Completion
Length of Program:	144 contact hours (2 months)
Program:	QuickBooks
Credential Awarded:	Certificate of Completion
Length of Program:	9 contact hours (1 week)

The school does not participate in Title IV funding.

**B. Catalyst Training and Consulting, LLC** **Memphis TN**

Catalyst Training and Consulting, LLC is seeking authorization for one new program, a Certificate of Completion in Microsoft Certified Systems Administrator. The program will be taught by faculty from their authorized site in Memphis, Tennessee.

Program: Microsoft Certified Systems Administrator  
Credential Awarded: Certificate of Completion  
Length of Program: 144 contact hours (19 days or 28 nights)

The school does not participate in Title IV funding.

**C. Central Michigan University**

**Chattanooga TN**

Central Michigan University – Chattanooga is seeking authorization for two new programs, a Master of Arts in Education with a concentration in Adult Education and Master of Arts in Education with a concentration in Instructional. The program will be taught by faculty from their authorized site in Chattanooga, Tennessee.

Program: Education w/concentration in Adult Education  
Credential Awarded: Master of Arts  
Length of Program: 33 semester credit hours (2 years)

Program: Education w/concentration in Instructional  
Credential Awarded: Master of Arts  
Length of Program: 33 semester credit hours (2 years)

The school participates in Title IV funding.

**D. Crossroads**

**Lebanon TN**

Crossroads Driver Training is seeking authorization for three new programs, The programs will be taught by faculty from their authorized site in Lebanon, Tennessee.

Program: Heavy Equipment Bulldozer Operator  
Credential Awarded: Certificate of Completion  
Length of Program: 180 contact hours (18 days)

Program: Heavy Equipment Back Hoe Operator  
Credential Awarded: Certificate of Completion  
Length of Program: 180 contact hours (18 days)

Program: Heavy Equipment Excavator Operator  
Credential Awarded: Certificate of Completion  
Length of Program: 180 contact hours (18 days)

The school does not participate in Title IV funding.

**E. Knoxville Area Urban League**

**Knoxville TN**

Knoxville Area Urban League is seeking authorization for one new program, a Certificate of Proficiency in Basic and Advanced Computer Skills Training Program. The program will be taught by faculty from their authorized site in Knoxville, Tennessee.

Program: Basic and Advanced Computer Skills Training Program  
Credential Awarded: Certificate of Proficiency  
Length of Program: 240 contact hours (3 months)

The school does not participate in Title IV funding.

**F. National College of Business and Technology**

**Knoxville TN**

National College of Business and Technology – Knoxville is seeking authorization for three new programs, an Associate of Applied Science in Computer Applications Technology and two Diplomas in Medical Billing and Coding and Medical Transcription. The programs will be taught at their approved site in Knoxville, Tennessee.

Program: Computer Applications Technology  
Credential Awarded: Associate of Science  
Length of Program: 96 semester credit hours (2 years)

Program: Medical Billing and Coding  
Credential Awarded: Diploma  
Length of Program: 48 semester credit hours (1 year)

Program: Medical Transcription  
Credential Awarded: Diploma  
Length of Program: 48 semester credit hours (1 year)

The school participates in Title IV funding.

**G. New Horizons Computer Learning Center**

**Knoxville TN**

New Horizons Computer Learning Center – Knoxville is seeking authorization for one new program, a Certificate of Completion in IT Career Builder. The program will be taught by faculty from their authorized site in Knoxville, Tennessee.

Program: IT Career Builder  
Credential Awarded: Certificate of Completion  
Length of Program: 297 contact hours (12 months)

The school does not participate in Title IV funding.

**H. New Horizons Computer Learning Center**

**Nashville TN**

New Horizons Computer Learning Center – Nashville is seeking authorization for two new programs, Certificates of Completion in Microsoft Development and Microsoft Networking and revisions for three Certificate of Completion programs in: Cisco, Certified Internet Webmaster (CIW), and Comptia. These programs will be taught by faculty from their authorized site in Nashville, Tennessee.

Program: Cisco  
Credential Awarded: Certificate of Completion  
Length of Program: 297 contact hours (12 months)

Program: Certified Internet Webmaster (CIW)  
Credential Awarded: Certificate of Completion  
Length of Program: 196 contact hours (3 months)

Program: Comptia  
Credential Awarded: Certificate of Completion  
Length of Program: 140 contact hours (2 months)

Program: Microsoft Development Program  
Credential Awarded: Certificate of Completion  
Length of Program: 378 contact hours (9 months)

Program: Microsoft Networking Program  
Credential Awarded: Certificate of Completion  
Length of Program: 231 contact hours (5 months)

The school does not participate in Title IV funding.

#### **I. Psychological Studies Institute (PSI)**

**Chattanooga TN**

Psychological Studies Institute is seeking authorization for one new program, a Master of Arts in Marriage and Family Therapy. The program will be taught by faculty from their authorized site in Chattanooga, Tennessee.

Program: Marriage and Family Counseling  
Credential Awarded: Master of Arts  
Length of Program: 77 semester credit hours (2 years)

The school participates in Title IV funding.

#### **J. South College**

**Knoxville TN**

South College is seeking authorization for two new programs, a Bachelor of Science in Nursing and Bachelor of Science in Elementary Education. The programs will be taught by faculty from their authorized site in Knoxville, Tennessee.

Program: Nursing  
Credential Awarded: Bachelor of Science  
Length of Program: 180 quarter credit hours (3.5 years)

Program: Elementary Education  
Credential Awarded: Bachelor of Science  
Length of Program: 187 quarter credit hours (4.5 years)

The school participates in Title IV funding.

#### **K. Remington College Memphis Campus**

**Memphis TN**

Remington College – Memphis is seeking authorization for three new programs, a Bachelor of Applied Science in Operations Management Technology, an Associate of Applied Science in Criminal Justice, and a Diploma in Pharmacy Technician. The programs will be taught at their approved site in Memphis, Tennessee; however, the Bachelor of Science in Operations Management Technology will also be available online.

Program: Operations Management Technology  
Credential Awarded: Bachelor of Applied Science  
Length of Program: 90 quarter credit hours (1 ½ years)

Program: Criminal Justice  
Credential Awarded: Associate of Applied Science  
Length of Program: 96 quarter credit hours (2 years)

Program: Pharmacy Technician  
Credential Awarded: Diploma  
Length of Program: 48.5 quarter credit hours (8 months)

The school participates in Title IV funding.

#### **L. University of Phoenix (On-Line)**

**Phoenix AZ**

University of Phoenix – On-line is seeking authorization for two new programs, a Doctor of Health Administration and a Bachelor of Science in Criminal Justice Administration. The school is a recruitment only institution and all classes are available online.

Program: Health Administration  
Credential Awarded: Doctor of Health Administration  
Length of Program: 62 semester credit hours (4 years)

Program: Criminal Justice Administration

Credential Awarded: Bachelor of Science  
Length of Program: 120 semester credit hours (4 years)

The school participates in Title IV funding.

**M. University of Phoenix**

**Nashville TN**

University of Phoenix – Nashville is seeking authorization for one new program, a Bachelor of Science in Health Care Sciences. The program will be taught by faculty from their authorized site in Nashville, Tennessee.

Program: Health Care Services  
Credential Awarded: Bachelor of Science  
Length of Program: 120 semester credit hours (4 years)

The school participates in Title IV funding.

**N. Wyoming Technical Institute**

**Blairsville PA**

Wyoming Technical Institute – Blairsville, PA is seeking authorization for two new programs, an Associate in Specialized Technology in Automotive Technology and Management and an Associate of Specialized Technology in Collision/Refinishing Technology and Management. The programs will be taught by faculty from their authorized site in Blairsville, Pennsylvania.

Program: Automotive Technology and Management  
Credential Awarded: Associate in Specialized Technology Degree  
Length of Program: 77 semester credit hours (9 months)

Program: Collision/Refinishing Technology and Management  
Credential Awarded: Associate in Specialized Technology Degree  
Length of Program: 72 semester credit hours (9 months)

The school participates in Title IV funding.

## **Attachment B**

<b>Section Title:</b>	Other Policies
<b>Policy Title:</b>	Code of Ethics for Commission Members
<b>Policy Number:</b>	O5.0
Code of Ethics for Commission Members	
5.0.10	(1) The Tennessee Higher Education Commission is charged by statute to achieve coordination and unity in public higher education in Tennessee. To ensure the effectiveness of the Commission, its members must adhere to the strictest of ethical standards. The purpose of this policy is to outline those general principles.
5.0.11	(1) Commission members must carefully prepare for, regularly attend, and actively participate in board meetings and special assignments.  (2) The business of the Commission shall be conducted only in public meetings and properly publicized in accordance with Title 8, Chapter 44, Part 1 on Tennessee Code Annotated, as it is amended from time to time.  (3) Commission members must accept and abide by the legal and fiscal responsibilities of the Commission as specified by statute, state rules and regulations and the Commission's policies.  (4) Commission members are expected to perform their duties faithfully and efficiently and never to give rise to suspicion of improper conflict of interest. Additionally, Commission members should not use the position as Commission member for personal benefit or gain and shall promptly and honestly file all conflict of interest statements as required by state law and/or Commission policy.  (5) Commission members shall not accept any favor or gratuity from any firm, person, or corporation which is engaged in, or attempting to engage in, business transactions with the Commission or any institution that is coordinated or regulated by the Commission which might affect or be suspected of affecting a Commission member's judgment in the impartial performance of his/her duties.  (6) Commission members shall not grant or make available to any person any consideration, treatment, information or favor beyond that which is general practice to grant or make available to the public at large.  (7) Commission members shall base all decisions on all available facts in each situation and vote his/her honest conviction in every case, not to be swayed by partisan bias of any kind and abide by and support the final decision of the Commission. (8) Commission members shall have no legal authority outside the

## **Attachment B**

meetings of the Commission and shall conduct all relationships with governing boards, public and private institutions, media and other interested entities and persons on the basis of that fact.

Commission members shall avoid acting as a spokesperson for the entire Commission unless specifically authorized to do so.

**Approved:** \_\_\_\_\_, 2003

## **Attachment C**

### Proposed Rules of Tennessee Higher Education Commission

#### 1540-1-9 Immunizations for Newly Matriculating Students

The text of the proposed rules is as follows:

#### New Rules

#### Table of Contents

- 1540-1-9-.01 Definitions
- 1540-1-9-.02 Notice of Information
- 1540-1-9-.03 Waiver

#### 1540-1-9-.01 Definitions

- (1) “New incoming students” or “student” for the purpose of this chapter shall mean those students enrolling in an institution of higher learning for the first time, regardless of the level at which the student is matriculating. Additionally, the terms shall apply only to persons enrolled in a course or courses offered for college credit toward an associates degree or higher.
- (2) “Institution of higher learning” for the purposes of this chapter shall mean any institution of postsecondary education that generally limits enrollment to graduates of secondary schools, and awards degrees at either the associate, baccalaureate, or graduate level. It is the intent that the Tennessee Technology Centers operating under the jurisdiction of the Tennessee Board of Regents would be among the institutions exempt from the requirements of these rules.

#### 1540-1-9-.02 Notice of Information

- (1) Each institution of higher learning in the state shall provide to all new incoming students, and/or the parent or guardian of new incoming students, information concerning hepatitis B disease. All new incoming students who will be living in on-campus student housing, and/or their parent or guardian, shall also be given information concerning meningococcal disease. In each instance, the information shall be provided to the student and/or parent or guardian prior to matriculation and include the risk factors and dangers of each disease as well as information on the availability and effectiveness of the respective vaccines for persons who are at-risk for the diseases. The institutions shall utilize information from the Centers for Disease Control and/or the American College Health Association in satisfying this requirement.

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- (2) Information on both hepatitis B and meningococcal disease may be included in the same notice.

1540-1-9-.03 Waiver

- (1) Prior to matriculating into the institution, the new incoming student and/or the student's parent or guardian shall complete and sign a waiver form to indicate that the student and/or the student's parent or guardian has received the information required by Rule 1540-1-9-.02 and has chosen to have the student vaccinated or has not chosen to have the student vaccinated.
- (2) The waiver may be part of the information document required by Rule 1540-1-9-.02.
- (3) A student who is eighteen (18) years of age may sign the waiver, but for minors, the student's parent or guardian must sign the waiver.
- (4) The institution shall maintain the signed waiver forms in a manner and location consistent with the maintenance of similar confidential education records.

Authority: Public Chapters 104 and 136, Acts of 2003.

**RESOLUTION OF APPRECIATION  
FOR  
JOE E. LANCASTER**

WHEREAS, Mr. Joe E. Lancaster served with distinction as a member of the Tennessee Higher Education Commission from 1977 to 2002; and

WHEREAS, Over the course of Mr. Lancaster's tenure with the Commission, higher education in Tennessee underwent significant and unprecedented changes with regard to the demands of the state and its citizens for postsecondary education; and

WHEREAS, Throughout his service, Mr. Lancaster personified the purpose and promise of lay board membership, contributing profoundly to Commission's deliberations with unyielding advocacy for quality academic programs, student access, and institutional accountability; and

WHEREAS, Mr. Lancaster is an individual of highest personal integrity and compassion for his fellow Tennesseans, who brought to the work of the Commission a sense of calm and quiet dignity;

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Higher Education Commission expresses its sincere appreciation to Mr. Joe E. Lancaster for his distinguished service with the Commission, that the Commission recognizes Mr. Lancaster's genuine interest in the welfare of higher education, and that the Commission extends best wishes to Mr. Lancaster in all future pursuits.

**RESOLUTION OF APPRECIATION  
FOR  
ELIZABETH L. KIRK**

WHEREAS, Miss Elizabeth L. Kirk served on the Tennessee Higher Education Commission from 2001 to 2003 as the student member from the University of Tennessee; and

WHEREAS, as an active member of the Commission, Miss Kirk engaged directly in Commission deliberations and well articulated the students' perspective on myriad postsecondary education issues; and

WHEREAS, Miss Kirk assumed with distinction the role of leader among student leaders from the University of Tennessee and the Tennessee Board of Regents institutions at a critical time, emerging as an effective grassroots champion for student access to quality programs and services; and

WHEREAS, during her term with the Commission, she successfully completed a Bachelors of Science degree in Business Administration at the University of Tennessee, and earned admission to the University's College of Law; and

WHEREAS, Miss Kirk established a genuine collegial relationship with members and staff of the Commission;

NOW, THEREFORE, BE IT RESOLVED, that the Tennessee Higher Education Commission expresses appreciation to Miss Elizabeth L. Kirk for her outstanding service to the Commission, that the Commission congratulates her for successful completion of a baccalaureate degree and acceptance to the study of Law, and that the Commission wishes her the very best in all future pursuits.