



Spring Quarterly Meeting

**18th Floor, Parkway Towers
Nashville, TN**

May 11, 2017

**Tennessee Higher
Education Commission**



AGENDA
TENNESSEE HIGHER EDUCATION COMMISSION
Spring Quarterly Meeting
Commission Boardroom, Parkway Towers
May 11, 2017, 1:00 pm – 4:00 pm CDT

Adoption of Agenda

Approval of Minutes, January 26, 2017 Meeting

Chairman's Report

Executive Director's Report

Systems' Reports

Tennessee Board of Regents

University of Tennessee

Agenda Items

- I. Postsecondary Education Authorization (*Action Item*)
 - A. Institutional Reauthorization
 - B. Authorization of New Institutions
 - C. Approval of New Programs
 - D. Optional Expedited Authorization
- II. New Academic Programs (*Action Item*)
 - A. Austin Peay State University, Engineering Physics, Bachelor of Science
 - B. Middle Tennessee State University, Africana Studies, Bachelor of Arts and Bachelor of Science
 - C. University of Tennessee Knoxville, Supply Chain Management, Master of Science
 - D. University of Tennessee Knoxville, Data Science and Engineering, Doctor of Philosophy
- III. Policy Updates (*Action Item*)
 - A. Fiscal
 - i. Financial and Statistical Reporting
 - ii. Tuition and Fees
 - iii. Operating Appropriations
 - iv. Capital Projects
 - v. Master Plans
 - vi. Lease Space Funding and License Agreements
 - vii. Chief Executive Officer Housing (Rescind)
 - viii. Outcomes-Based Funding Formula
 - ix. Self-Supporting Academic Entities
 - B. Open Records

- IV. Tuition and Fee Ranges (*Action Item*)
 - A. Range for Tuition Rates
 - B. Range for Combined Tuition and Mandatory Fees
- V. Institutional Mission Profiles (*Action Item*)
- VI. Tennessee Reconnect Update

TENNESSEE HIGHER EDUCATION COMMISSION
Winter Quarterly Meeting, January 26, 2017

WELCOME REMARKS

Chairman Evan Cope called the Winter Quarterly meeting to order at 10:00 am, welcomed everyone, and asked for attendance to be taken by roll call.

Name	Present	Absent
Chairman Cope	X	
Dr. Dishner	X	
Secretary Hargett	X	
Dr. Heyburn		X
Ms. Kadire*	X	
Mr. Lee**		X
Ms. Koban	X	
Treasurer Lillard	X	
Ms. Roach	X	
Mayor Wharton	X	
Comptroller Wilson**		X
Mr. Keith Wilson	X	
Mr. Chisenhall	X	

*participated electronically by telephone

**not present at roll call

Nine voting members were present, constituting a quorum.

ADOPTION OF AGENDA AND APPROVAL OF MINUTES

Mr. Keith Wilson made a motion to adopt the agenda and approve the minutes of the November 16, 2016 Fall Quarterly Meeting, and Treasurer Lillard seconded. A voice vote was taken and the motion was approved.

CHAIRMAN'S REPORT

Chairman Cope recognized Mr. Keith Wilson who is retiring from the Commission. Mr. Cope gave a general overview of the meeting: administrative policies, academic programs and master plans, and approval of capital projects in the future. He also welcomed Dr. Flora Tydings of TBR and stated he looks forward to working with her in her new role.

EXECUTIVE DIRECTOR'S REPORT

Mike Krause recognized Tom Morrison with the THEC Veterans division and thanked him for the work he does with veterans. Mike briefed the Commission on how THEC continues working to increase high school graduates going on to college to earn a degree, with thirty THEC employees working at high schools to assist students in the college application process. Tennessee was the number one state in FAFSA applications. Mr. Krause then recognized Dr. Lauren Collier who provided an update on FOCUS transitions. Locally Governed Institutions, (LGIs), have largely completed their preparations for their new boards. LGIs have been asked to communicate their intent to independently undertake Capital Project Management and Procurement by January 31. During the Transition Task Force meeting, a process and timeline for affirming mission statements for 2017 and reviewing those in subsequent years was laid out. THEC continues to work with campuses to identify and address issues as they emerge, revise the Capital Outlay Prioritization process, and develop a long-range data plan.

The board confirmation process begins next week with appointees sitting for hearings in the House and Senate Education Committees in two groups: ETSU, MTSU, and UM appearing January 31 and February 1 and APSU, TSU, and TTU appearing February 7-8. After confirmation by the General Assembly, the boards will be submitted to the accreditor, the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC") for approval as the universities' new governing boards.

THEC, with support from Dr. Carol Cartwright of the Association of Governing Boards, will provide on-campus training for each board in late March and early April. The Governor will call the first meeting of each board immediately following each training session.

Mr. Krause also thanked Chancellor David Gregory for his leadership at TBR through the years.

SYSTEM REPORTS

TBR

Chancellor Gregory introduced Dr. Flora Tydings as the new TBR chancellor, effective February 1, 2017. Chancellor Gregory feels the LGIs are ready for the changes under the FOCUS Act. Chancellor Gregory announced the new president at Jackson State Community College, Dr. Allanna Hamilton.

UT

President Joe DiPietro briefed the Commission on the UT system. President DiPietro gave updates on UT's latest hires, including: Chancellor Tim Cross Institute of Agriculture; UT Knoxville Chancellor Beverly Davenport; CFO David Miller; and David Bolden, Executive

Assistant to President DiPietro. UT's Budget Advisory Group continues to meet. He shared several recent accomplishments at UT campuses.

AGENDA ITEMS

Postsecondary State Authorization of New Institutions and New Programs

Chairman Cope recognized Dr. Stephanie Bellard Chase of the Division of Postsecondary School Authorization (DPSA) who presented the recommendations of the Committee on Postsecondary Institutions for the authorization of new institutions. The committee recommended 8 new institutions and the 33 new programs be given temporary authorization and approval respectively.

Chairman Cope opened the floor for discussion. A motion was made by Ms. Koban and seconded by Mayor Wharton to approve the new institutions and new programs. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (absent)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 9 ayes.

Dr. Bellard Chase recommended to the Commission to approve the list of 12 institutions (I. C) for Optional Expedited Authorization.

Chairman Cope opened the floor for discussion. A motion was made by Mr. Keith Wilson and seconded by Treasurer Lillard to approve all 12 institutions for Optional Expedited Authorization. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (absent)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 9 ayes.

POLICY UPDATES

Academic Affairs

Chairman Cope recognized Dr. Betty Dandridge Johnson who presented recommendations for revisions to three academic policies and adoption of one new policy. The passage of the Focus on College and University Success (FOCUS) Act during the 2016 legislative session provided the impetus for a thorough evaluation of academic policies by THEC staff. THEC is empowered to provide statewide leadership for the development, coordination and monitoring of academic planning. The FOCUS Act also provides greater autonomy for

universities in pursuit of innovation and differentiation, while allowing the Tennessee Board of Regents to sharpen its attention on technical and community college success. Thus, THEC academic policies were reviewed to ensure the academic planning process was aligned with the FOCUS Act while addressing the state's economic development, workforce development, and research needs.

THEC staff worked in consultation with the chief academic officers at each university as well as University of Tennessee and Tennessee Board of Regents in reviewing policies related to the academic planning process. Additionally, best practices were researched and incorporated into the policy revisions. Where appropriate, guidelines from SACSCOC were also included in the policy revisions. The Tennessee Board of Regents will continue to follow the current process in place for final approval of academic programs at the community colleges. In response to the 2010 Complete College Tennessee Act, THEC delegated authority to TBR for academic program approval at community colleges.

Chairman Cope opened up the floor for discussion. A motion was made by Secretary Hargett and seconded by Dr. Dishner to approve revisions on three policies and adopt one new policy. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (absent)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 9 ayes.

Personally Identifiable Information

Chairman Cope recognized Mr. Brett Gipson, THEC's Deputy General Counsel. Mr. Gipson informed the Commission that in recognition of one of THEC's primary responsibilities, the protection of student data, Mr. Krause formed a task force in the fall of 2016 to evaluate the agency's procedures related to the handling of personally identifiable information ("PII"). The task force developed recommendations for modifying some agency processes and procedures which were incorporated into an overall policy designed with three key purposes: 1) to ensure compliance with all State and Federal laws related to PII; 2) to ensure safe handling of PII by agency staff; and 3) to achieve and maintain a heightened awareness among agency staff related to the handling, storage, utilization, and dissemination of PII. Once approved, the policy will be distributed to each THEC employee. This policy clearly states the expectations of each employee as they perform their official duties on behalf of the Commission.

Chairman Cope opened up the floor for discussion. A motion was made by Secretary Hargett and seconded by Treasurer Lillard to approve the proposed policy for PII. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (absent)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 9 ayes.

Outside Employment

Next, Mr. Gipson recommended to the Commission that the policy on outside employment for THEC Staff be updated. Policy HR1.0 on Outside Employment recognizes that full-time employment with the Commission demands an individual's full-time commitment, professional expertise, and attention to assigned responsibilities. The policy provides notice to staff that holding an appointment to a full-time position with the Commission constitutes acknowledgement of these requirements, and that the position shall be the employee's primary occupation. The policy is necessary to ensure that an employee's outside employment does not conflict with the duties of their employment at the Commission.

Chairman Cope opened the floor for discussion. A motion to update the policy was made by Secretary Hargett and seconded by Mr. Keith Wilson. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (absent)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 9 ayes.

NEW ACADEMIC PROGRAMS

East Tennessee State University and Tennessee Technological University, Joint Doctor of Nursing Practice

Chairman Cope recognized Dr. Pam Knox. Dr. Knox recommends to the Commission the proposed joint doctoral program in Nursing Practice at East Tennessee State University and Tennessee Technological University, a Nursing Practice degree with an advanced focus. Both East Tennessee State University and Tennessee Technological University baccalaureate and master's degree nursing programs are accredited by the Commission of Collegiate Nursing Education (CCNE). East Tennessee State University has an existing Doctor of Nursing Practice program which is also CCNE accredited. The institutions have signed a Memorandum of Understanding (MOU) to support a joint Doctor of Nursing Practice, to be known as the Tennessee Joint Doctor of Nursing Practice (DNP) Program, in which both institutions will admit students and jointly confer a single DNP degree. Both

institutions will offer the core courses for the degree with concentrations offered by each campus in their areas of unique strength.

The proposed on-line and blended Tennessee Joint Doctor of Nursing Practice program will allow for the sharing and the efficient use of resources as it seeks to prepare Doctors of Nursing Practice in unique specialties to bridge the gap in healthcare created by the physician shortage in the Upper Cumberland and East Tennessee regions and the need for additional faculty. East Tennessee State University will continue to operate its approved institutional Doctor of Nursing Practice program in addition to participating in this joint degree.

Chairman Cope opened the floor for discussion. Dr. Dishner made a motion to approve the new program and Comptroller Wilson seconded it. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (aye)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 10 ayes.

Middle Tennessee State University, Dance, Bachelor of Science

Next, Dr. Knox recommended to the Commission the approval of the Bachelor of Science in Dance at Middle Tennessee State University. The proposed baccalaureate program seeks to expand the highly successful Dance minor that has been in existence since 1999, and the Dance emphasis within the Bachelor of Science in Integrated Studies. Currently, the Dance minor program is already an active participating member of the American College Dance Association, the Society of Dance History Scholars, and Congress on Research in Dance, the most prestigious national and international organizations for the presentation of creative and academic research in the field of dance.

The proposed degree will foster the development of students interested in a variety of approaches to dance including, performance, choreography, dance education, history, and theory, and dance science with coursework meeting standards outlined by the National Association of Schools of Dance (NASD) within a liberal arts degree.

Chairman Cope opened the floor for discussion. Mr. Keith Wilson made a motion to approve the new program and Comptroller Wilson seconded it. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (aye)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 10 ayes.

Middle Tennessee State University, Fermentation Science, BS

Next, Dr. Pam Knox recommended to the Commission that MTSU offer a Bachelor of Science in Fermentation Science. In 1995, Tennessee's industry included 15 wineries, two distilleries, two major cheese-making facilities and no other fermentation facilities of any type. Today, the industry includes 60 wineries, 30 distilleries, 52 breweries, 10 cheese making operations, the largest yogurt manufacturing plant in the world (in addition to numerous smaller yogurt producers), and million gallons ethanol production facilities in two counties. Based on this rapid growth of fermentation for food and energy production, Middle Tennessee State University proposes to offer a Bachelor of Science (BS) in Fermentation Science. The proposed program will be the first in Tennessee that will prepare students for work in commercial food production and brewing as well as the academic sector of teaching and conducting research.

The curriculum for the proposed program is multi-disciplinary and will draw primarily from the School of Agribusiness and Agriscience. The school has a long-standing relationship with Tennessee's Department of Agriculture as well as the state's food industry, particularly the food processing industry. Courses in Fermentation Science will be taught in partnership with local industry. Hands-on training sessions at industry sites as well as internships with industry will be scheduled to accommodate working professionals as well as traditional students.

Chairman Cope opened the floor for discussion. Dr. Dishner made a motion to approve the recommendation and Ms. Koban seconded it. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (absent)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (aye)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 10 ayes.

Academic Program Review

Chairman Cope recognized Ms. Victoria Harpool, Assistant Executive Director for Academic Affairs. Ms. Harpool provided information on the program approval and monitoring cycle which is used to continuously monitor program quality. The Commission was presented information on the 2016 academic program actions including all new, modified and terminated academic programs. The number of new and modified academic programs in 2016 was not significantly different from 2015. However, 2016 had a record number of program terminations most of which occurred at the Tennessee Board of Regents Community Colleges. Ms. Harpool provided an overview of the Post Approval Monitoring program which monitors new programs to ensure institutionally determined benchmarks

for enrollment and graduation are maintained. Dr. Tristan Denley, Vice Chancellor for Academic Affairs at the Tennessee Board of Regents, was introduced to provide information on those programs that did not meet Post Approval Monitoring benchmarks.

Revised Budget

Chairman Cope recognized Dr. Russ Deaton, Deputy Executive Director, who introduced Crystal Collins, to present information on the 2016-17 revised operating budgets. Ms. Collins stated that appropriations have returned to above pre-recession levels and discussed growth in recent years. Ms. Collins discussed the breakdown of total revenues across higher education and presented historical and current year revised revenue totals. Ms. Collins also discussed the reported expenditures across higher education, noting that institutions continue to expend the majority of funds on core academic functions. Though a decline in the proportion attributable to these core functions has occurred in recent years, Ms. Collins noted that institutions are increasing expenditures on activities that aid students.

Chairman Cope opened the floor for discussion. Ms. Koban made a motion that the Commission approve the FY 2016-17 October 31 Revised Operating Budgets, authorize the Executive Director to make appropriate technical adjustments if necessary, and transmit the revised operating budgets with the Commission's action and comments to the Department of Finance and Administration for their review and approval. Mayor Wharton seconded the motion. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (aye)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (abstain)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 10 ayes and 1 abstention from Comptroller Wilson.

Master Plan Updates

Cleveland State Community College

Chairman Cope recognized Russ Deaton, who along with President Bill Seymour from Cleveland State Community College, presented an overview and recommended approval of the master plan. The Master Plan calls for the demolition of the Career Education facility and construction of a new facility to house academic programs in the health sciences, classrooms, and offices. The Master Plan also calls for major renovations to aging facilities, infrastructure improvements, and development of the campus grounds, including land use, landscaping, and signage.

Chairman Cope opened the floor for discussion. Secretary Hargett made a motion to approve the master plan and Treasurer Lillard seconded it. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (aye)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (aye)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 11 ayes.

Columbia State Community College

Dr. Deaton and President Janet Smith of Columbia State Community College, presented an overview and recommended approval of the master plan. The Space Guidelines show needs in class labs, open labs, and faculty offices. Additionally, the quality of labs, classrooms, the gymnasium, and library were found to be inadequate for their purpose and use. Following enrollment growth benchmarks, the main campus Master Plan includes the construction of an allied health building, demolition of the Walter Health Sciences Building, and major renovations to the library and gymnasium. The Master Plan also includes strategic land acquisition for future expansion, greater security, and increased pedestrian and traffic flow efficiency.

Chairman Cope opened the floor for discussion. Comptroller Wilson made a motion to approve the master plan and Secretary Hargett seconded it. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (aye)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (aye)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 11 ayes.

Motlow Community College

Dr. Deaton and President Anthony Kinkel of Motlow Community College presented an overview and recommended to the Commission the approval of the updated master plan. The update projects a short-term need for an 80,000 gross square foot academic building and 750 additional parking spaces. With student population projected to increase by more than 20% over the next decade, the update also projects a long-term need for an additional two buildings, comprising 90,000 gross square feet, and 1,000 additional parking spaces. To meet these needs, the update proposes acquiring approximately 75 acres of surrounding land. The construction of the three additional buildings could help the campus capture a more collegiate atmosphere by forming a campus quad and introducing a full library, bookstore, and other campus amenities not currently present at the campus.

Chairman Cope opened the floor for discussion. Secretary Hargett made a motion to approve the updated master plan and Ms. Koban seconded it. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (aye)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (aye)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 11 ayes.

Nashville State Community College

The master plan recommends the creation of two new Nashville State campuses within Davidson County to capture the need for additional higher education credentials, one in the eastern portion of the county, and another in the northeastern portion of the county. These campuses could be housed in leased or owned spaces. The master plan notes that care should be taken to make sure their final locations correspond with the areas of need, and are located sufficiently far from the Main Campus to avoid competition.

Chairman Cope opened the floor for discussion. Secretary Hargett made a motion to approve the master plan and Dr. Dishner seconded it. A roll call vote was taken.

Chairman Cope (aye)	Mr. Lee (aye)	Mayor Wharton (aye)
Dr. Dishner (aye)	Ms. Koban (aye)	Comptroller Wilson (aye)
Secretary Hargett (aye)	Treasurer Lillard (aye)	Mr. Keith Wilson (aye)
Ms. Kadire (aye)	Ms. Roach (aye)	

The motion was passed with 11 ayes.

Capital Outlay Prioritization

Dr. Deaton reviewed as an Information Item the capital outlay prioritization deliberations underway with the THEC Capital Policies Working Group, a collection of institutional and system academic, finance, and facilities management personnel. With the establishment of six new university boards, the prioritization process will involve eight capital outlay project lists and will be a more complex task than the current process. In preparation for the FY 2018-19 budget cycle, the Commission staff and the Working Group have begun working through ways to revamp the process of prioritizing capital projects. The Commission concurred with the general direction of the discussions so far. There was also discussion about several policy questions, such as the match program and how to define and ensure capital funding equity across institutions and systems. The Commission concurred with the goal of having a fully developed policy to consider at its spring meeting, which will be utilized for the 2018-19 budget cycle.

Mr. Krause announced the next meeting date of May 11, 2017 and Chairman Cope adjourned the meeting.

DATE: May 11, 2017**SUBJECT:** Institutional Reauthorization**ACTION RECOMMENDED:** Approval

BACKGROUND INFORMATION: The Commission, under the Postsecondary Education Authorization Act (the Act), has the responsibility to act upon applications for reauthorization of postsecondary educational institutions.

**Authorized Locations With Regular Authorization
(July 1, 2017 - February 28, 2018) (44)**

1. Academy of Allied Health Careers (Chattanooga, TN - Code: 1206)
2. Arbor College - School of Massage (Knoxville, TN - Code: 1223)
3. Art Instruction Schools (St. Louis Park, MN - Code: 1227)
4. Center Centre (Chattanooga, TN - Code: 1705)
5. Church of God School of Ministry (Cleveland, TN - Code: 1249)
6. Commercial Driver Institute, Inc. (CDI) (Christiana, TN - Code: 1252)
7. Compassionate Care Technical Center, Inc. (Knoxville, TN - Code: 1677)
8. Concorde Career College (Kansas City, MO - Code: 1718)
9. Crown School of Trades and Technology (Powell, TN - Code: 1720)
10. Dark Horse Institute (Franklin, TN - Code: 1721)
11. DeVry University (Naperville, IL - Code: 1265)
12. EduMed Partners, LLC (Goodlettsville, TN - Code: 1648)
13. Georgia Career Institute (Murfreesboro, TN - Code: 1281)
14. Goodwill Industries of Middle Tennessee (Nashville, TN - Code: 1282)
15. Interfaith Education Center for Community Dental Care (Murfreesboro, TN - Code: 1750)
16. Knoxville Area Urban League (Knoxville, TN - Code: 1402)
17. Lab Four Professional Development Center (Nashville, TN - Code: 1556)
18. Life Academy Bible College (Nashville, TN - Code: 1729)
19. Lindsey Wilson College (Gallatin, TN - Code: 1407)
20. Medical Response Institute (Winchester, TN - Code: 1733)
21. Memphis Academy of National Nursing Assistants (Memphis, TN - Code: 1415)
22. Memphis Urban League (Memphis, TN - Code: 1417)
23. Mid-South Christian College (Memphis, TN - Code: 1419)
24. Nashville College of Medical Careers (Madison, TN - Code: 1429)
25. Nashville Film Institute (Nashville, TN - Code: 1430)
26. New Horizons Computer Learning Center (Knoxville, TN - Code: 1441)
27. New Horizons Computer Learning Center of Memphis (Memphis, TN - Code: 1443)
28. Oak Ridge Regional Training Corporation (Oak Ridge, TN - Code: 1449)

29. Oxford Graduate School (Dayton, TN - Code: 1452)
30. Professional Bartending School (Nashville, TN - Code: 1460)
31. Professional Bartending School of Knoxville (Knoxville, TN - Code: 1461)
32. Reflections of Health School of Massage (Johnson City, TN - Code: 1463)
33. Reformed Theological Seminary (Memphis, TN - Code: 1464)
34. Rivercity Technology (Memphis, TN - Code: 1728)
35. Roadmaster Drivers School (Millington, TN - Code: 1470)
36. Ross Medical Education Center (Knoxville, TN - Code: 1744)
37. Southeast Lineman Training Center (Trenton, GA - Code: 1480)
38. Southern Illinois University (Millington, TN - Code: 1486)
39. Tennessee Bible College, Inc. (Cookeville, TN - Code: 1497)
40. Tennessee Truck Driving School (Louisville, TN - Code: 1502)
41. The Institute for Global Outreach Developments International (Old Hickory, TN - Code: 1504)
42. Universal Technical Institute of Texas, Inc. (Houston, TX - Code: 1519)
43. University of Arkansas (Millington, TN - Code: 1520)
44. West Tennessee Business College (Jackson, TN - Code: 1543)

**Authorized Locations With Temporary Authorization
(July 1, 2017 - February 28, 2018) (1)**

1. Leoni Engineering Products & Services, Inc. (Nashville, TN - Code: 1808)

**Authorized Locations With Conditional Authorization
(July 1, 2017 - February 28, 2018) (2)**

1. Emmanuel Bible College (Nashville, TN - Code: 1273)
2. Tennessee School of Religion (Memphis, TN - Code: 1500)

**Authorized Locations With Regular Authorization
(July 1, 2017 - May 31, 2018) (32)**

1. At-Home Professions (Fort Collins, CO - Code: 1229)
2. Chattanooga Massage Institute (Hixson, TN - Code: 1248)
3. Codes Unlimited Healthcare Academy (Memphis, TN - Code: 1251)
4. Contemporary Music Center (Brentwood, TN - Code: 1742)
5. Dark Horse Institute (Franklin, TN - Code: 1596)
6. Delta Technical College (Horn Lake, MS - Code: 1597)
7. Dental Assistant School of Nashville (Brentwood, TN - Code: 1726)
8. Dental Staff School (Chattanooga, TN - Code: 1748)
9. Dental Staff School (Knoxville, TN - Code: 1655)
10. DeVry University (Nashville, TN - Code: 1268)
11. Drive-Train (Memphis, TN - Code: 1656)
12. Genesis Career College (Cookeville, TN - Code: 1732)
13. Genesis Career College (Lebanon, TN - Code: 1722)
14. Genesis Career College: Nashville Airport Campus (Nashville, TN - Code: 1278)
15. Lab Four Professional Development Center (Memphis, TN - Code: 1405)
16. Mind Body Institute, LLC (Nashville, TN - Code: 1424)
17. Nashville Academy of Reflexology, LLC (Nashville, TN - Code: 1680)

18. New College Franklin (Franklin, TN - Code: 1440)
19. Ohio Technical College (Cleveland, OH - Code: 1669)
20. Olympic Career Training Institute (Memphis, TN - Code: 1599)
21. Private First Class Driving Academy (Memphis, TN - Code: 1459)
22. Southeast Institute of Biblical Studies (Knoxville, TN - Code: 1271)
23. Southern Baptist Theological Seminary (Jackson, TN - Code: 1483)
24. Southern Baptist Theological Seminary (Lenoir City, TN - Code: 1484)
25. Southern Baptist Theological Seminary (Louisville, KY - Code: 1482)
26. Southern Baptist Theological Seminary (Nashville, TN - Code: 1485)
27. Tennessee Health Careers, LLC (Clarksville, TN - Code: 1498)
28. TN Professional Training Institute (Murfreesboro, TN - Code: 1681)
29. Total Tech, LLC (Nashville, TN - Code: 1506)
30. United Truck Driving School (Murfreesboro, TN - Code: 1517)
31. Universal Technical Institute Motorcycle & Marine Mechanics Institute & Automotive Divisions (Orlando, FL - Code: 1518)
32. Urban League of Greater Chattanooga (Chattanooga, TN - Code: 1534)

**Authorized Locations With Temporary Authorization
(July 1, 2017 - May 31, 2018) (11)**

1. Arnold's Beauty School (Milan, TN - Code: 1817)
2. College of Traditional Midwifery (Summertown, TN - Code: 1819)
3. Compassionate Care Technical Center, Inc. (Sevierville, TN - Code: 1855)
4. Empire Beauty School (Brentwood, TN - Code: 1827)
5. Empire Beauty School (Jackson, TN - Code: 1829)
6. Empire Beauty School (Memphis, TN - Code: 1826)
7. Empire Beauty School (Memphis, TN - Code: 1828)
8. Empire Beauty School (Memphis, TN - Code: 1830)
9. Master's Barber & Styling College Inc. (Old Hickory, TN - Code: 1823)
10. Nurse Aide Education of Tennessee, LLC (Smyrna, TN - Code: 1822)
11. Sandra Academy of Salon Services, Inc. (New Tazewell, TN - Code: 1825)

**Authorized Locations With Conditional Authorization
(July 1, 2017 - May 31, 2018) (4)**

1. Fortis Institute (Cookeville, TN - Code: 1413)
2. Fountainhead College of Technology (Knoxville, TN - Code: 1277)
3. Recording Radio Film Connection (Los Angeles, CA - Code: 1724)
4. Transport Training Group (White Pine, TN - Code: 1507)

Agenda Item: I. B.

DATE: May 11, 2017

SUBJECT: Temporary Authorization of New Institutions under the Tennessee Higher Education Authorization Act of 2016

ACTION RECOMMENDED: Temporary Authorization

BACKGROUND INFORMATION: The Commission, under the Tennessee Higher Education Authorization Act of 2016, has the “power and duty” to act upon applications for authorization to operate an educational institution in the state. For the institutions listed below, applications have been reviewed, site visits have been performed, and staff has determined that all necessary documentation and bonds have been secured. The Committee on Postsecondary Educational Institutions met on April 20, 2017 and endorsed staff recommendations for Temporary Authorization of these institutions.

A. Achieve Trade School **Franklin, TN**
3326 Aspen Grove Drive, Suite 300, Franklin, Tennessee 37067

Corporate Structure: C-Corporation

Accreditation: None

Title IV Funding: No

Achieve Trade School is seeking approval for two new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Franklin, Tennessee.

1. **Program:** Electrician
Credential Awarded: Certificate of Completion
Length of Program: 425 Contact Hours
2 Months Full-Time
10 Months Part-Time
2. **Program:** Plumbing Technology/Plumber
Credential Awarded: Certificate of Completion
Length of Program: 387.5 Contact Hours
2 Months Full-Time
10 Months Part-Time

B. Covalence **Chattanooga, TN**
1001 Lindsay Street, Floor One, Chattanooga, Tennessee 37402

Corporate Structure: Limited Liability Company (LLC)
Accreditation: None
Title IV Funding: No

Covalence is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Chattanooga, Tennessee.

1. **Program:** Full Stack Development
Credential Awarded: Certificate of Completion
Length of Program: 400 Contact Hours
2.5 Months

C. Max Trucking Training Academy **Memphis, TN**
3565 Ridge Meadow Parkway, Suite 5, Memphis, Tennessee 38115

Corporate Structure: S-Corporation
Accreditation: None
Title IV Funding: No

Max Trucking Training Academy is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Memphis, Tennessee.

1. **Program:** Truck Driver Training
Credential Awarded: Certificate of Completion
Length of Program: 180 Contact Hours
1 Month Full-Time
2 Months Part-Time

License/Certification Required for Employment: CDL-A
Licensing Board/Agency: Tennessee Department of Safety and Homeland Security

D. Paul Mitchell the School Memphis **Bartlett, TN**
8000 U.S. Highway 64, Suite 108, Bartlett, Tennessee 38133

Corporate Structure: Limited Liability Company (LLC)
Accreditation: National Accrediting Commission of Career Arts & Sciences (NACCAS)
Title IV Funding: Yes

Change of Ownership:

Paul Mitchell the School Memphis was purchased by New Elegance Schools, LLC from Future Focus Group, LLC. The purchase was made on November 15, 2016. The institution is a Limited Liability Corporation and has been authorized by THEC since 2016.

Paul Mitchell the School Memphis is seeking approval for two revised programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Bartlett, Tennessee.

- | | | |
|-----------|----------------------------|----------------------------------|
| 1. | Program: | Cosmetology (Revised) |
| | Credential Awarded: | Certificate of Completion |
| | Length of Program: | 1500 Contact Hours |
| | | 11 Months Full-Time |
| | | 19 Months Part-Time |

License/Certification Required for Employment: Cosmetologist
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

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|-----------|----------------------------|-------------------------------------|
| 2. | Program: | Instructor Program (Revised) |
| | Credential Awarded: | Certificate of Completion |
| | Length of Program: | 300 Contact Hours |
| | | 2 Months |

License/Certification Required for Employment: Cosmetology Instructor
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

- | | | |
|-----------|---|-------------------|
| E. | Tennessee Leadership Institute | Athens, TN |
| | 101 South White Street, Athens, Tennessee 37303 | |

Corporate Structure:	Limited Liability Company (LLC)
Accreditation:	None
Title IV Funding:	No

Tennessee Leadership Institute is seeking approval for three new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Riceville, Tennessee.

- | | | |
|-----------|----------------------------|----------------------------------|
| 1. | Program: | Biblical Leadership |
| | Credential Awarded: | Associate of Applied Arts |
| | Length of Program: | 60 Semester Credit Hours |
| | | 24 Months Full-Time |
| | | 48 Months Part-Time |

2. **Program:** **Biblical Leadership**
 Credential Awarded: **Certificate**
 Length of Program: **30 Semester Credit Hours**
 12 Months Full-Time
 24 Months Part-Time

3. **Program:** **Biblical Leadership**
 Credential Awarded: **Diploma**
 Length of Program: **80 Contact Hours**
 12 Months Full-Time
 24 Months Part-Time

F. The Allegiant Institute of Healthcare Solutions LLC Memphis, TN
 3850 Viscount Avenue, Suite 3, Memphis, Tennessee 38118

Corporate Structure: Limited Liability Company (LLC)
Accreditation: None
Title IV Funding: No

The Allegiant Institute of Healthcare Solutions LLC is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Memphis, Tennessee.

1. **Program:** **Nursing Assistant/Nurse Aide Training**
 Credential Awarded: **Certificate of Completion**
 Length of Program: **75 Contact Hours**
 3 Weeks Full-Time
 1 Month Part-Time

License/Certification Required for Employment: Certified Nurse Aide
Licensing Board/Agency: Department of Health/Division of Healthcare Facilities

Agenda Item: I. C.

DATE: May 11, 2017

SUBJECT: Approval of New Programs under the Tennessee Higher Education Authorization Act of 2016

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: The Commission, under the Tennessee Higher Education Authorization Act of 2016, has the “power and duty” to act upon applications for authorization of educational programs in the state. Applications have been reviewed and staff has determined that all necessary documentation for the institutions submitting new program applications is in accordance with the Act and postsecondary rules. The Committee on Postsecondary Educational Institutions, which is a review and advisory committee to the Commission, met on April 20, 2017 and affirmed staff recommendations for approval.

A. Academy of Allied Health Careers **Chattanooga, TN**
5600 Brainerd Road, Suite C-3, Chattanooga, Tennessee 37411

Corporate Structure: Limited Liability Company (LLC)
Authorization Date: November 14, 1997
Accreditation: None
Title IV Funding: No
Highest Credential Offered: Certificate

Academy of Allied Health Careers is seeking approval for two new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Chattanooga, Tennessee.

1. **Program:** **Certified Professional Coder**
Credential Awarded: **Certificate of Completion**
Length of Program: **306 Contact Hours**
2.5 Months
2. **Program:** **Electronic Health Record Specialist**
Credential Awarded: **Certificate of Completion**
Length of Program: **306 Contact Hours**
2.5 Months

B. Academy of Make-Up Arts, LLC **Nashville, TN**
830 Fesslers Parkway, Suite 114, Nashville, Tennessee 37210

Corporate Structure: Limited Liability Company (LLC)
Authorization Date: November 10, 2011
Accreditation: None
Title IV Funding: No
Highest Credential Offered: Diploma

Academy of Make-Up Arts, LLC is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Nashville, Tennessee.

1. **Program:** The Art of Wig and Hair Design
Credential Awarded: Diploma
Length of Program: 700 Contact Hours
5 Months

- C. **DeVry University** **Naperville, IL**
1200 East Diehl Road, Naperville, Illinois 60563

Corporate Structure: C-Corporation
Authorization Date: January 31, 2002
Accreditation: The Higher Learning Commission (HLC)
Title IV Funding: Yes
Highest Credential Offered: Master Degree

DeVry University is seeking approval for fifteen new programs. The programs will be offered in a distance learning format. This institution is recruitment only and all instruction is provided on-line.

1. **Program:** Communication/Business Communication
Credential Awarded: Bachelor of Science
Length of Program: 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time
2. **Program:** Justice Administration/Digital Forensics
Credential Awarded: Bachelor of Science
Length of Program: 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time
3. **Program:** Justice Administration/Policing
Credential Awarded: Bachelor of Science

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|------------|--|--|
| | Length of Program: | 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 4. | Program:
Credential Awarded:
Length of Program: | Management/Accounting
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 5. | Program:
Credential Awarded:
Length of Program: | Management/Finance
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 6. | Program:
Credential Awarded:
Length of Program: | Management/Health Services Management
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 7. | Program:
Credential Awarded:
Length of Program: | Management/Human Resource Management
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 8. | Program:
Credential Awarded:
Length of Program: | Management/Project Management
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 9. | Program:
Credential Awarded:
Length of Program: | Management/Sales and Marketing
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 10. | Program:
Credential Awarded: | Management/Small Business and Entrepreneurship
Bachelor of Science |

	Length of Program:	122 Semester Credit Hours 32 Months Full-Time 64 Months Part-Time
11.	Program:	Multimedia Design and Development/Graphic and Multimedia Design
	Credential Awarded:	Bachelor of Science
	Length of Program:	122 Semester Credit Hours 32 Months Full-Time 64 Months Part-Time
12.	Program:	Multimedia Design and Development/Web Design and Development
	Credential Awarded:	Bachelor of Science
	Length of Program:	122 Semester Credit Hours 32 Months Full-Time 64 Months Part-Time
13.	Program:	Technical Management/Finance
	Credential Awarded:	Bachelor of Science
	Length of Program:	122 Semester Credit Hours 32 Months Full-Time 64 Months Part-Time
14.	Program:	Technical Management/Sales and Marketing
	Credential Awarded:	Bachelor of Science
	Length of Program:	122 Semester Credit Hours 32 Months Full-Time 64 Months Part-Time
15.	Program:	Technical Management/Small Business and Entrepreneurship
	Credential Awarded:	Bachelor of Science
	Length of Program:	122 Semester Credit Hours 32 Months Full-Time 64 Months Part-Time

D. DeVry University**Nashville, TN**

3343 Perimeter Hill Drive, Suite 200, Nashville, Tennessee 37211

Corporate Structure: C-Corporation
Authorization Date: April 26, 2007
Accreditation: The Higher Learning Commission (HLC)
Title IV Funding: Yes
Highest Credential Offered: Master Degree

DeVry University is seeking approval for ten new programs. The programs will be offered in a blended format. Instruction will be provided by the faculty from their authorized location in Nashville, Tennessee, as well as on-line.

- 1. Program:** Management/Accounting
Credential Awarded: Bachelor of Science
Length of Program: 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time
- 2. Program:** Management/Finance
Credential Awarded: Bachelor of Science
Length of Program: 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time
- 3. Program:** Management/Health Services Management
Credential Awarded: Bachelor of Science
Length of Program: 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time
- 4. Program:** Management/Human Resource Management
Credential Awarded: Bachelor of Science
Length of Program: 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time
- 5. Program:** Management/Project Management
Credential Awarded: Bachelor of Science
Length of Program: 122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time

- | | | |
|-----|--|---|
| 6. | Program:
Credential Awarded:
Length of Program: | Management/Sales and Marketing
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 7. | Program:
Credential Awarded:
Length of Program: | Management/Small Business and Entrepreneurship
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 8. | Program:
Credential Awarded:
Length of Program: | Technical Management/Finance
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 9. | Program:
Credential Awarded:
Length of Program: | Technical Management/Sales and Marketing
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |
| 10. | Program:

Credential Awarded:
Length of Program: | Technical Management/Small Business and Entrepreneurship
Bachelor of Science
122 Semester Credit Hours
32 Months Full-Time
64 Months Part-Time |

E. Georgia Career Institute	McMinnville, TN
755 North Chancery Street, McMinnville, Tennessee 37110	

Corporate Structure:	S-Corporation
Authorization Date:	November 17, 2005
Accreditation:	Council on Occupational Education (COE)
Title IV Funding:	Yes
Highest Credential Offered:	Diploma

Georgia Career Institute is seeking approval for four new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in McMinnville, Tennessee.

- | | | |
|----|--|---|
| 1. | Program:
Credential Awarded:
Length of Program: | Cosmetology
Certificate
1500 Contact Hours
12 Months |
|----|--|---|

License/Certification Required for Employment: Cosmetologist
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

- 2. Program:** Cosmetology Instructor
Credential Awarded: Certificate
Length of Program: 300 Contact Hours
 3 Months

License/Certification Required for Employment: Cosmetology Instructor
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

- 3. Program:** Esthetics
Credential Awarded: Certificate
Length of Program: 750 Contact Hours
 8 Months

License/Certification Required for Employment: Esthetician
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

- 4. Program:** Nail Technology
Credential Awarded: Certificate
Length of Program: 620 Contact Hours
 6 Months

License/Certification Required for Employment: Manicurist
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

F. Georgia Career Institute **Murfreesboro, TN**
1691 Memorial Blvd., Murfreesboro, Tennessee 37129

Corporate Structure:	S-Corporation
Authorization Date:	January 26, 2006
Accreditation:	Council on Occupational Education (COE)
Title IV Funding:	Yes
Highest Credential Offered:	Diploma

Georgia Career Institute is seeking approval for seven new programs. The programs will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Murfreesboro, Tennessee.

1. **Program:** **Advanced Makeup Artistry**
 Credential Awarded: **Certificate**
 Length of Program: **200 Contact Hours**
 2 Months

2. **Program:** **Applied Esthetics**
 Credential Awarded: **Certificate**
 Length of Program: **950 Contact Hours**
 10 Months

License/Certification Required for Employment: Esthetician
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

3. **Program:** **Cosmetology**
 Credential Awarded: **Certificate**
 Length of Program: **1500 Contact Hours**
 12 Months

License/Certification Required for Employment: Cosmetologist
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

4. **Program:** **Cosmetology 1700**
 Credential Awarded: **Certificate**
 Length of Program: **1700 Contact Hours**
 14 Months

License/Certification Required for Employment: Cosmetologist
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

5. **Program:** **Cosmetology Instructor**
 Credential Awarded: **Certificate**
 Length of Program: **300 Contact Hours**
 3 Months

License/Certification Required for Employment: Cosmetology Instructor
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

6. **Program:** **Esthetics**
 Credential Awarded: **Certificate**
 Length of Program: **750 Contact Hours**
 8 Months

License/Certification Required for Employment: Esthetician
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

7. **Program:** **Nail Technology**
 Credential Awarded: **Certificate**
 Length of Program: **620 Contact Hours**
 6 Months

License/Certification Required for Employment: Manicurist
Licensing Board/Agency: Board of Cosmetology and Barber Examiners

- G. **Life Academy Bible College** **Nashville, TN**
 4100 Clarksville Pike, Nashville, Tennessee 37218

Corporate Structure: Not-for-Profit Corporation
Authorization Date: January 29, 2015
Accreditation: None
Title IV Funding: No
Highest Credential Offered: Bachelor Degree

Life Academy Bible College is seeking approval for one new program. The program will be offered in a blended format. Instruction will be provided by the faculty from their authorized location in Nashville, Tennessee, as well as on-line.

1. **Program:** **Biblical Studies**
 Credential Awarded: **Associate of Applied Biblical Studies**
 Length of Program: **90 Quarter Credit Hours**
 24 Months Full-Time
 48 Months Part-Time

- H. **Memphis Urban League** **Memphis, TN**
 413 North Cleveland St., Memphis, Tennessee 38104

Corporate Structure: Not-for-Profit Corporation
Authorization Date: January 30, 2003

Accreditation:	None
Title IV Funding:	No
Highest Credential Offered:	Certificate

Memphis Urban League is seeking approval for one new program. The program will be offered in a residential format. Instruction will be provided by the faculty from their authorized location in Memphis, Tennessee.

- | | |
|----------------------------|--------------------------------|
| 1. Program: | Urban League Industrial |
| Credential Awarded: | Certificate |
| Length of Program: | 600 Contact Hours |
| | 6 Months Full-Time |
| | 7 Months Part-Time |

- | | |
|---|------------------------|
| I. New Horizons Computer Learning Center | Chattanooga, TN |
| 5600 Brainerd Road, Suite E-1, Chattanooga, Tennessee 37421 | |

Corporate Structure:	S-Corporation
Authorization Date:	July 11, 2002
Accreditation:	None
Title IV Funding:	No
Highest Credential Offered:	Certificate

New Horizons Computer Learning Center is seeking approval to revise four programs. The programs will be offered in a blended format. Instruction will be provided by the faculty from their authorized location in Chattanooga, Tennessee, as well as on-line.

- | | |
|----------------------------|-------------------------------------|
| 1. Program: | Cisco Professional (Revised) |
| Credential Awarded: | Certificate |
| Length of Program: | 200 Contact Hours |
| | 2.85 Months |
-
- | | |
|----------------------------|-----------------------------------|
| 2. Program: | ITIL Foundations (Revised) |
| Credential Awarded: | Certificate |
| Length of Program: | 24 Contact Hours |
| | 1.3 Weeks |
-
- | | |
|----------------------------|--|
| 3. Program: | Network Systems & Security Professional (Revised) |
| Credential Awarded: | Certificate |
| Length of Program: | 520 Contact Hours |
| | 7.2 Months |

Agenda Item: I. D.

DATE: May 11, 2017

SUBJECT: Optional Expedited Authorization under the Tennessee Higher Education Authorization Act of 2016

ACTION RECOMMENDED: Optional Expedited Authorization

BACKGROUND INFORMATION: The Commission, under the Tennessee Higher Education Authorization Act of 2016, has the “power and duty” to act upon applications for authorization to operate an educational institution in the state. For the institutions listed below, applications have been reviewed and staff has determined that all necessary documentation has been submitted. The Committee on Postsecondary Educational Institutions met on April 20, 2017 and endorsed staff recommendations for Optional Expedited Authorization of these institutions.

- | | | |
|---|--|-------------------|
| 1 | Ashford University | San Diego, CA |
| 2 | Chamberlain College of Nursing | Addison, IL |
| 3 | University of St Augustine for Health Sciences | St. Augustine, FL |
| 4 | University of St Augustine for Health Sciences | Austin, TX |
| 5 | University of St Augustine for Health Sciences | Miami, FL |
| 6 | University of St Augustine for Health Sciences | San Marcos, CA |

DATE: May 11, 2017**SUBJECT:** New Academic Program
Austin Peay State University
Engineering Physics, Bachelor of Science
(CIP 14.1201--Engineering Physics)**ACTION RECOMMENDED:** Approval

PROGRAM DESCRIPTION

Engineering Physics is the interdisciplinary study of physics, mathematics, and engineering with a particular emphasis on developing advanced techniques to solve complex, real-world problems. The proposed Engineering Physics BS program at Austin Peay State University will prepare graduates to apply new technologies to problems in engineering design and manufacturing where established mechanical or electrical engineering approaches are inadequate. Program graduates will be eligible to take the professional engineer licensure exam.

The proposed Engineering Physics program will share much of the existing Physics program's major core, but will differ from the Physics BS program by a minimum of 20 credit hours. The addition of the Engineering Physics program offerings in the Department of Physics and Astronomy will leverage existing resources and capability to expand the department's success in producing graduates. Physics at APSU has a reputation as a strong department and program in the state.

INSTITUTIONAL GOVERNING BOARD APPROVAL

The proposed Engineering Physics BS program was approved by the APSU Board of Trustees on March 30, 2017.

PROPOSED IMPLEMENTATION DATE

Fall 2017

RELEVANCE TO INSTITUTIONAL MISSION AND STRATEGIC PLAN

Austin Peay State University is a comprehensive university committed to raising the educational attainment of the citizenry, developing programs and services that address regional needs, and providing collaborative opportunities that connect university expertise with private and public resources. The degree program in Engineering Physics fits well with the overall mission of APSU and supports the Governor's Drive to 55 program. Austin Peay State University is committed to raising the educational attainment and supporting the workforce needs within Tennessee and especially in the greater Clarksville-Ft. Campbell region.

CURRICULUM

The curriculum for the proposed Engineering Physics BS program is modeled after the program at Murray State University in Murray, Kentucky. Murray State is similar to APSU in that it is a comprehensive regional state institution which offers both accredited engineering technology and engineering physics programs. APSU will seek accreditation for the Engineering Physics program from the Accrediting Board for Engineering and Technology (ABET).

The program will require completion of 120 credit hours of which 74 credit hours are STEM courses. Students will have an opportunity to conduct research and have internship experiences with local industry partners.

PROGRAM PRODUCTIVITY

Enrollment projections were benchmarked upon enrollments in their current physics program and Murray State's engineering physics program.

	2017	2018	2019	2020	2021
Enrollment	15	28	45	57	61
Graduates	--	--	--	8	10

PROGRAM DUPLICATION

No other public college or university in Tennessee offers a similar degree. Belmont University offers an Engineering Physics degree, though it is not currently ABET accredited.

EXTERNAL JUDGMENT

On December 12, 2016, Dr. Harold T. Evensen, Professor of Engineering Physics at University of Wisconsin-Platteville conducted a campus visit to evaluate the proposed program. His written report recommended approval stating, "The proposed program ...fills needs for both students and employers...builds on existing knowledge and infrastructure associated with a successful Physics program with an emphasis on applied physics...faculty includes members with industry experience and one with Professional Engineer license who is charged with developing the critical capstone."

STUDENT DEMAND

Using Murray State's engineering physics program and APSU's physics program as benchmarks for enrollment; Murray State's current three year average enrollment is 89 with 12 graduates annually. The existing Physics program at APSU averages 20 incoming majors each fall with 9 graduates annually. Annually, APSU receives multiple inquiries from students interested in engineering applications programs. Additionally, the Department of Physics and Astronomy recruits heavily from the Governor's School for Computational Physics and many of these high-achieving scholars will be interested in engineering-related fields.

OPPORTUNITIES FOR PROGRAM GRADUATES

The Engineering Physics program is designed to serve the workforce needs of the local region and the state. The availability of engineering education graduates as opposed to a technology or science degree is a significant consideration when attracting new manufacturing industry to the state. In the last several years, the Clarksville-Montgomery County Industrial Development Board, in conjunction with local and state governments, has been successful at attracting a large manufacturing presence in Clarksville. APSU surveyed these industries which represented both a regional and national presence. The companies clearly verified the presence of employment opportunities for graduates in engineering physics and the commitment of representatives of these industries to serve on an advisory board as well as letters of support for the proposed programs demonstrate evidence of their interest in its development.

INSTITUTIONAL CAPACITY TO DELIVER THE PROGRAM

The addition of the Engineering Physics BS program to APSU's Department of Physics and Astronomy will allow for efficient use of resources. The department has availability capacity in many of the courses that will be common between the physics and engineering physics programs. It is expected that due to program growth, a new tenure track faculty will be hired in year three. Existing library and information technology resources are adequate with a one-time expenditure request to expand databases for physics and engineering. Other one-time expenditures include equipment purchases of \$150,000 over a three-year period to align with upper-division coursework and \$20,000 for accreditation.

The Chemical Engineering Technology AAS program (located within the Department of Physics and Astronomy) has recently been terminated and the resources will be reallocated to this proposed program as necessary. Revenues are projected to be sufficient to cover all necessary expenses for the proposed Engineering Physics program.

ASSESSMENT AND POST-APPROVAL MONITORING

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

DATE: May 11, 2017**SUBJECT:** New Academic Program
Middle Tennessee State University
Africana Studies, Bachelor of Arts and Bachelor of Science
(CIP 05.0201 - African-American/Black Studies)**ACTION RECOMMENDED:** Approval

PROGRAM DESCRIPTION

The proposed baccalaureate program in Africana Studies at Middle Tennessee State University seeks to build upon the African Studies minor that has been in existence for close to 30 years. Since 2013, the minor has expanded its curriculum with a more interdisciplinary approach. The Africana Studies program will prepare students to become well-informed, independent, and creative thinkers equipped with the methods and theories necessary to study race, socio-economic and political institutions, and culture/traditions of people of African descent throughout the diaspora in a systematic way, synthesize findings, and critically analyze findings. The proposed Africana Studies BA/BS program will be housed in the Department of History within the College of Liberal Arts. As an interdisciplinary program, faculty from all 11 departments in the College of Liberal Arts plus faculty from the School of Journalism will provide the instructional workload.

INSTITUTIONAL GOVERNING BOARD APPROVAL

The proposed Africana Studies BA/BS program was approved by the Tennessee Board of Regents on March 31, 2017.

PROPOSED IMPLEMENTATION DATE

Fall 2017

RELEVANCE TO INSTITUTIONAL MISSION AND STRATEGIC PLAN

Middle Tennessee State University is committed to preparing students to thrive in their chosen professions and a diverse and ever-changing global society. Given the distinctive role race relations have played and continue to play in domestic and global culture, the Africana Studies program will provide students with cultural literacy and historical knowledge that are invaluable in our increasingly multicultural society. Within the next 30 years, a majority non-white national demographic will populate American society. By mid-century, an intense examination of diverse interpretive frameworks combined with a cultivated appreciation of multi-racial perspectives will be an invaluable skill set for all students to acquire. As the middle Tennessee region continues to expand in its diversity, a key component of MTSU's

institutional responsibility is to use scholarship to enhance public service and contribute to the development of an educated public that has the ability to both benefit from that diversity and participate in civil society as informed citizens.

CURRICULUM

The proposed 120 semester credit hour curriculum includes the mandatory general education courses and the 24 semester credit hour core curriculum combined with a large number of course offerings throughout the university which will ensure the majors have the interdisciplinary breadth in the foundation of the humanities and social sciences to foster a high level of critical thinking and analysis. Students seeking the Bachelor of Arts will complete 12 semester credit hours in a foreign language. All students are required to complete a minor and a research project that will demonstrate the knowledge and skills in analysis, critique, research and writing competencies in the proposed Africana Studies program.

PROGRAM PRODUCTIVITY

Enrollment projections were developed based on student interest surveys and students who had declared a minor in African Studies. Attrition is projected at 20%.

	2017	2018	2019	2020	2021
Enrollment	11	19	31	43	52
Graduates	--	--	4	7	10

PROGRAM DUPLICATION

The proposed Africana Studies program will be a unique program offering in the middle Tennessee region. There are two other related Africana Studies programs offered at public universities in Tennessee. The University of Tennessee – Knoxville offers a Bachelor of Arts program in Interdisciplinary Studies (with a concentration in Africana Studies). The University of Memphis offers an African and African American Studies program.

EXTERNAL JUDGMENT

External review of the program was conducted during an institutional site visit on February 20, 2017. Dr. Glenn Chambers, Director of the African American and African Studies Program and Associate Professor of History at Michigan State University served as the external reviewer. Dr. Chambers stated in his written report that “...there is much potential in adding the African Studies major to the existing (minor). MTSU has the student population and the faculty to support it. The curriculum is strong and the will is there.”

STUDENT DEMAND

Students both inside and outside of MTSU have long expressed an interest in majoring in Africana Studies. The race relations and cultural literacy this proposed program provides is an invaluable contribution to MTSU’s diversity commitments to stimulating courses that “cover historical, cultural, and social bases of diversity and community, and create

opportunities for cross-cultural interactions which have been demonstrated to contribute to self-confidence, motivation, cultural awareness, and an appreciation of equality for all.” Additionally, the major will also enhance intercultural diversity on campus as students will have an opportunity to learn and study with professors and students across disciplines and research the history and contributions of people of the African diaspora. Enrollment projects are based on student survey results.

OPPORTUNITIES FOR PROGRAM GRADUATES

The proposed Africana Studies program will offer students an invaluable foundation for a wide range of careers that emphasizes strong written, communication and critical-thinking skills; cultural awareness; and interpersonal skills. With a degree in Africana Studies, students will be able to pursue graduate education, as well as an array of employment opportunities in professional fields such as education, journalism, law, business management, city planning, international relations, psychology, public health, and social work. In addition, students could pursue careers in public history, which includes archival and cultural resource management, historic preservation, and museums. The curriculum for the proposed Africana Studies program has outlined several guided electives for possible career paths that will enhance a student’s marketability for potential jobs. Graduates of the proposed Africana Studies program will be well prepared to enter into a highly competitive workforce.

As the field of Africana Studies is not tied to particular occupations and workforce trends, it is not specifically subject to the ebb and flow of workplace shifts. However, it does prepare students to work in a diverse work environment, given its interdisciplinary focus. This proposed program also responds to larger trends of the American public and students who have an interest in cultural studies.

INSTITUTIONAL CAPACITY TO DELIVER PROGRAM

MTSU recognizes the importance of expanding this dialogue beyond the simple creation of a degree program in Africana Studies. One strategy for bringing contemporary issues to the larger campus community is the creation of a campus-wide lecture series dedicated to discussion of these issues, facilitated by recognized scholars and leading figures in the field. As such, the university has budgeted recurring funds to support a distinguished lecture series in Africana Studies.

No new faculty lines or facilities are required. Library resources are adequate. A half time support position is budgeted. The program director will have a one course reassignment during each semester of the academic year and will receive a stipend during the summer to support administrative duties.

The proposed Africana Studies program will be funded through additional tuition revenues generated by the program and no institutional reallocation of funds is necessary for program implementation.

ASSESSMENT AND POST-APPROVAL MONITORING

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

DATE: May 11, 2017**SUBJECT:** New Academic Program
University of Tennessee-Knoxville
Supply Chain Management, Master of Science
(CIP 52.0203 - Logistics and Materials Management)**ACTION RECOMMENDED:** Approval

PROGRAM DESCRIPTION

The University of Tennessee, Knoxville is a leader in Supply Chain Management (SCM) and the addition of the proposed Master of Science program in SCM would further extend the university's impact in this rapidly growing field of strategic importance to the Tennessee economy. This proposed program, housed in the Department of Marketing and Supply Chain Management within Haslam College of Business, will partner with Kühne Logistics University (Hamburg, Germany) and Tongji University (Shanghai, China). Each of these unique partners is considered among the best in SCM within their respective regions. The structure of the proposed SCM program will be an integrative approach that encompasses sales, procurement, operations, logistics, customer service, and other functions of the overall management process. The proposed program will use a cohort model where students from all three universities will study together on each of three campuses for one semester before returning to their home institution for the final semester and to be graduated from their respective institutions.

GOVERNING BOARD APPROVAL

The proposed Supply Chain Management MS program was approved by the UT Board of Trustees on March 29, 2017.

PROPOSED IMPLEMENTATION DATE

Fall 2017

RELEVANCE TO INSTITUTIONAL MISSION AND STRATEGIC PLAN

In keeping with the priorities outlined in *VOL Vision 2020: The Pursuit of the Top 25*, the proposed Supply Chain Management program will positively impact four priorities: Graduate Education, Research, Faculty and Diversity and Inclusion. Specifically, the program will increase the number of graduate students on the campus by 10 in year one and by 20 or more in subsequent years. Given the partnership nature of the program and the anticipated collaboration among partner institution faculty, research output will be strengthened and broadened in the Department of Marketing and Supply Chain Management. The two partner institutions possess

complementary research strengths that would allow UTK faculty to continue to build upon their reputation as one of the Top 5 most productive research faculties globally in empirical SCM research. Further, the ability to teach and work with highly motivated and engaged students from around the world is expected to be an attractive option for faculty. Supply Chain Management is a global field and our faculty must have deep international involvement to stay at the top of their field in both teaching and research. This program will provide a valuable vehicle to grow and retain top faculty while building a multi-continent international program strategy that expands international opportunities for faculty and students alike.

CURRICULUM

The proposed program requires completion of 39-42 semester credit hours (8 core courses plus a 6-9 credit hour capstone project) across four semesters. In keeping with SACSCOC and the UTK Graduate Catalog, a majority (more than 50 percent) of the total hours required for the proposed Supply Chain Management MS program will be completed at UT Knoxville.

PROGRAM PRODUCTIVITY

Enrollment projections as follows are for UTK students only and are consistent with the enrollment projections for the partner institutions. The projections are deliberately conservative to keep the program selective and manageable.

	2017	2018	2019	2020	2021
Enrollment	10	20	20	20	20
Graduates	--	10	20	20	20

PROGRAM DUPLICATION

No other public or private university in Tennessee offers a similar degree with the international emphasis and partnership. This program will be distinctive in that it will be one of the few that delivers content in a strategic and integrative approach with emphasis not only on the critical components of supply chain, but also on developing strong leadership capabilities and a global mindset – skills and abilities employers are seeking, but having difficulty finding.

EXTERNAL JUDGEMENT

On January 18-19, 2017, Dr. Thomas J. Goldsby, Chair, Department of Marketing and Logistics and Harry T. Mangurian, Jr. Foundation Professor in Business at The Ohio State University's Fisher College of Business, conducted a campus visit to evaluate the proposed Supply Chain Management MS program. He stated in his written report "I offer a strong overall recommendation supporting program approval. In the greater landscape of MS programs in Supply Chain Management, UTK will compete effectively immediately. Most

importantly, the proposed program will provide UTK students with a world-class learning experience that cannot be matched elsewhere.”

STUDENT DEMAND

Enrollment in similar programs at peer institutions offering supply chain programs indicates more than sufficient demand to meet the initial and ongoing enrollment targets for the proposed Supply Chain Management MS program. Initial recruitment will focus on targeting well-qualified undergraduate students in business and engineering. UTK will also promote the new program on the website, social media, search engine optimization and other marketing collateral. Given the program’s global reputation and ranking in supply chain management, UTK anticipates a number of applications from out-of-state.

OPPORTUNITIES FOR GRADUATES OF THE PROGRAM

A 2015 Deloitte survey of 400 executives of multinational firms found that 71 percent reported difficulty in recruiting supply chain leadership worldwide. As supply chain management continues to develop in emerging markets, this trend will become even more pronounced. The proposed MS program is well positioned to partially address this talent shortage. The program will prepare students for the ongoing digitization of supply chain management, including coverage of the Internet of Things, Advanced Robotics, and 3D/additive manufacturing. With this approach, the proposed SCM program will translate to real job market value for graduates of the program and position them for lucrative management careers with global firms.

INSTITUTIONAL CAPACITY TO DELIVER THE PROGRAM

Given UT Knoxville’s status as the state’s flagship institution and the reputation of its Supply Chain Management undergraduate program, this graduate program is a natural extension of current programming that will meet industry demand for experts in supply chain management. It will lead to better jobs, improved quality workforce that will benefit the State of Tennessee. UTK’s Global Supply Chain Institute Advisory Board has long advocated for a graduate program that will allow students to obtain deeper coverage of supply chain management content and international business.

The current faculty in the Department of Marketing and Supply Chain Management are capable of successfully delivery the proposed program with existing resources. Sufficient library and information technology resources are available. The new James A. Haslam II Business Building is technologically advanced so no additional instructional equipment is needed. Faculty at the two international partners will share the teaching responsibilities for the program. Initial start-up costs of \$40,000 are needed in the first year along with a half-time support staff. In subsequent years, \$10,000 of travel and related costs are included in the operating budget.

Students will pay tuition and fees directly to their “home” school, i.e., the school through which they are enrolled and will graduate, throughout the duration of the program. For

example, a UTK student will pay graduate tuition and fees for the four semesters they are in the program to UTK. They will not need to pay any fees to Kühne Logistics University or Tongji University although they will be responsible for housing, food, and travel throughout the entire program. The same rationale applies for students from the two partner universities.

ASSESSMENT AND POST-APPROVAL MONITORING

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

DATE: May 11, 2017**SUBJECT:** New Academic Program
University of Tennessee-Knoxville
Data Science and Engineering, PhD
(CIP 30.0601-- Systems Science and Theory)**ACTION RECOMMENDED:** Approval

PROGRAM DESCRIPTION

The proposed Data Science and Engineering PhD program at UT Knoxville will combine training in computer science relative to data bases and analytics algorithms coupled with the areas of strength at the Oak Ridge National Laboratory (ORNL). In addition to faculty from UTK and ORNL, top researchers from University of Tennessee Health Science Center and University of Tennessee Chattanooga will also support the interdisciplinary program. The proposed PhD program will focus on seven key research areas that depend critically on the ability to analyze massive data: health and biological sciences, advanced manufacturing, materials science, environmental and climate science, transportation science, national security, and urban systems science. These areas of strength and investment are all current priorities for the State of Tennessee. The program will train students from the world's leading undergraduate institutions to apply data science and big data technology to solve critical problems in science, engineering, and society.

Modeled after the successful UTK/ORNL interdisciplinary PhD in Energy Science and Engineering, the proposed Data Science and Engineering (DSE) PhD program will also be administered by the Bredesen Center for Interdisciplinary Research and Graduate Education. Foremost among the goals of the proposed program is to strengthen the competitive position of the Tennessee state economy. Data science is firmly established and growing in importance at leading firms such as HCA Healthcare, FedEx, Eastman Chemical, Blue Cross and Blue Shield, and numerous mid-size firms and startups. The DSE degree program presents profound opportunities for economic development in the State of Tennessee. The seven initial research areas of focus summarized above all have great importance, not only to the country, but even more to the state.

GOVERNING BOARD APPROVAL

The proposed Data Science and Engineering PhD program was approved by the UT Board of Trustees on March 29, 2017.

PROPOSED IMPLEMENTATION DATE

Fall 2017

RELEVANCE TO INSTITUTIONAL MISSION AND STRATEGIC PLAN

The primary mission of the University of Tennessee, Knoxville is to move forward the frontiers of human knowledge and enrich and elevate the citizens of the state of Tennessee, the nation, and the world. In parallel, the nearby Oak Ridge National Laboratory seeks to conduct basic and applied research that strengthens the nation's leadership in key areas of science; increases the availability of clean, abundant energy; protects the environment; and contributes to national security. This proposed PhD program offers a collaboration of UT institutions and ORNL to create a rich and stable supply of cutting-edge experts that can help meet the needs of the State of Tennessee and the nation in vital data-centric disciplines. Faculty and programs at the UT Health Sciences Center and UT Chattanooga will contribute to this new degree program.

At the state level, the proposed DSE program directly addresses the Tennessee Higher Education Commission Master Plan for 2015-2025, which calls for higher education to address the state's economic development workforce development and research needs and increase the efficiency of degree production. Even more directly, this program provides significant leverage toward meeting UTK's Vol Vision 2020 goal by strengthening overall graduate education, generate more doctorates and attracting more of the best and brightest students from across the country and around the world, a key aspect of the drive towards Top 25 status among U.S. state-supported universities.

CURRICULUM

The proposed 72 semester credit hour (36 semester credit hours post masters) interdisciplinary Data Science and Engineering doctoral program will combine training in computer science relative to data bases and analytics algorithms coupled to the many big data challenges in specific domain areas of strength at ORNL and UT institutions. The students will actively engage in research throughout the program culminating with qualifying and comprehensive examinations and the dissertation research topic.

PROGRAM PRODUCTIVITY

Enrollment projections are based on the selectivity of the program. Students will be recruited nationally from the top institutions to participate.

	2017	2018	2019	2020	2021	2022	2023
Enrollment	15	20	25	25	25	25	25
Graduates	--	--	--	--	10	15	15

PROGRAM DUPLICATION

No other public or private college or University in Tennessee offers a similar degree programs. There are a few such data science and engineering programs at other

universities, and funds have been allocated for other universities to initiate such a degree program.

EXTERNAL JUDGEMENT

External review of the program was conducted during an institutional site visit on March 1-2, 2017. Mr. Ian Foster, Senior Scientist in Mathematics and Computer Science at the Argonne National Laboratory and Dr. Timothy Persons, Chief Scientist with the United States Government Accountability Office served as the external reviewers. They stated in their written report that “The emergent and emerging data-driven industrial revolution is transforming the types of jobs that are available and the specific job skills required to succeed in the coming decades...We are pleased to unequivocally recommend approval of the proposed program since we believe it we be beneficially transformative endeavor to the students, research institutes, industry, and people of Tennessee and United States alike.”

STUDENT DEMAND

It is anticipated that the enrollments would be 15-25 full time students each year. With industry demand along with the elite nature of the proposed Data Science and Engineering PhD program, UTK anticipates an attrition of as many as three students annually. All of these students over the average of five years will be supported on the \$30K stipend.

OPPORTUNITIES FOR GRADUATES OF THE PROGRAM

The State of Tennessee has projected that the largest growth in jobs in the next 8 – 10 years will be in the fields of computing, mathematics, engineering, and healthcare – all of which are essential to the economic health of the state and region. It is projected that graduates from the DSE PhD program will be employed by leading firms in Tennessee and across the nation. They will contribute to research teams in industry, government, retail, healthcare, energy, manufacturing, aeronautics, and transportation positions. The core skills of these graduates will enable them to become leaders in these industries. Many of these graduates will make their own way as innovators and entrepreneurs, creating employment opportunities for others as they build new visions and applications of data science.

INSTITUTIONAL CAPACITY TO DELIVER THE PROGRAM

Given UTK’s status as the state’s flagship institution, the strength of relationship with Oak Ridge, its demonstrated success with the UTK/ORNL interdisciplinary PhD in Energy Science and Engineering, and the funding support requested through Governor Haslam, UT Knoxville is well equipped to deliver this DSE PhD program.

New costs generated by the proposed program will be covered by three sources of income: ORNL or UT research groups will share the full cost of the graduate student once the student joins that group for dissertation research - stipend, tuition, and insurance, and then cover the full cost when the student has finished two years of coursework. Secondly,

UTK will provide a Research Incentive Fund proportional to the volume of grants and contracts that come to the university by virtue of Bredesen Center-related activity, e.g., ORNL support of DSE graduate students - the same model as for the ESE doctoral program within the Bredesen Center. Thirdly, Governor Haslam has requested the Tennessee Legislature to appropriate \$6M of one-time funds for support of the new DSE doctoral program.

Extensive supporting resources are already available, including participating faculty, laboratory space, library resources, and the existing infrastructure of the Bredesen Center. The largest expense for the proposed program will be graduate student stipend, tuition and insurance. Two FTE support staff will be needed to assist with business operations of the Bredesen Center and graduate student affairs.

ASSESSMENT AND POST-APPROVAL MONITORING

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

Agenda Item: III. A.**DATE:** May 11, 2017**SUBJECT:** Policy Updates: Financial**ACTION RECOMMENDED:** Approval

BACKGROUND INFORMATION

The Tennessee Higher Education Commission (THEC) Policy Manual outlines the roles and responsibilities of the Commission and its staff in the areas of academic affairs, finance, human resources, legal and regulatory affairs, and general operations. Recent legislative actions, including the Focus On College and University Success (FOCUS) Act of 2016, and changes in practice have necessitated revisions to the THEC Policy Manual's financial policies, including those concerning Financial and Statistical Reporting, Tuition and Fees, Operating Appropriations, Capital Projects, Master Plans, Lease Space Funding and License Agreements, Chief Executive Officer Housing, the Outcomes-Based Funding Formula, and Self-Supporting Academic Entities.

PROPOSED POLICY REVISIONS

The following sections provide summaries of proposed revisions to each Financial Policy. All proposed revisions align the policy with the format of other policies in the THEC Policy Manual, clarify language on THEC's statutory requirements and authorities, and add or remove language consistent with applicable legislative action.

F1.0 Financial and Statistical Reporting

This policy was originally approved on April 22, 1988 and outlines the Commission's statutory and administrative reporting procedures on matters of finance. Beyond the clarification of language, additions to the policy include the Commission's maintenance of a database on student and financial information, publication of the outcomes-based funding formula, and reporting of student fees, budgets, and recommendations to various state officials—all of which are currently in practice by Commission staff.

F2.0 Tuition and Fees

This policy was originally approved on April 22, 1988 and outlines the Commission's procedures for determining and issuing annual ranges for

tuition and fee levels. The FOCUS Act expanded THEC's authority, authorizing the Commission to issue *binding* tuition and fee ranges for in-state, undergraduate students. Proposed revisions to this policy incorporate this statutory language and align the Commission's procedures with current applicable statute.

F3.0 Operating Appropriations

This policy was originally approved on April 22, 1988 and outlines the Commission's process for developing, reviewing, and approving appropriation recommendations and operating budgets. Additions to the policy incorporate current Commission practices, including utilization of an outcomes-based funding formula and Master Plan, as prescribed by statute.

F4.0 Facilities and Capital Outlay

This policy is recommended to be renamed *Capital Projects*. It was amended on November 20, 2008 and outlines the Commission's receipt, review, and recommendation or approval of capital projects for public institutions of higher education, including capital outlay, maintenance, and disclosed projects. Additions to the policy include items updated by statute, authorization of the Executive Director to amend approved recommendations as necessary, and a reservation of the Commission's prerogative to not approve or rank projects not included in an institution's facility Master Plan.

Proposed revisions to the Capital Outlay section reflect discussions from the January 2017 Commission meeting and the Capital Policies Working Group, a committee of campus and system academic, finance, and facilities personnel which has met monthly since December 2016. The new policy on Capital Outlay describes the procedures by which Commission staff will receive, review, and recommend capital outlay projects from the Tennessee Board of Regents, University of Tennessee system, and each Locally Governed Institution.

Proposed revisions to the Capital Maintenance section reflect a change in practice in the way Commission staff recommend capital maintenance funding allocations to the Commission and Department of Finance and Administration. Recommended changes call for Commission staff to employ an industry-standard capital maintenance formula, based upon several factors, which may include building age, use, and E&G square footage, to target capital maintenance dollars in the most efficient and transparent way.

Proposed revisions to the Disclosed Projects process reflect discussions with campus and system administrators, as well as state partners in the Department of

Finance and Administration, Office of Legislative Budget Analysis, and Office of the State Architect. Recommended changes will allow the Executive Director to compile and report capital projects to be completed utilizing institutional, bond financing, or other (non-state) funds on a quarterly, rather than annual basis and maintain a public list of all disclosed projects on the Commission website.

F4.1 Institution Facility Master Plans

This policy is recommended to be renamed *Master Plans*. It was revised on November 14, 2002 and outlines the Commission's authority, requirements, review, and approval concerning institutional master plans. The proposed revisions articulate the procedures necessary for conducting, updating, or revising a master plan; the timeframe(s) by which master plans must be reviewed; and the necessary components for master plans, including academic, facility, and student metrics. The policy asserts THEC's requirement that master plans be updated on a regular basis to be considered for state capital outlay and maintenance funds.

F4.2 Lease Space Funding

This policy is recommended to be renamed *Lease Space Funding and License Agreements*. It was originally approved on April 22, 1988 and outlines the conditions by which the Commission will review and approve the lease of space by institutions of higher education. To reflect the Commission's statutory authority in this area and the responsibilities of the State Building Commission, proposed revisions to this policy delegate lease and license approval authority to the Executive Director, outline the conditions for approval, and allow Commission staff to compile and report lease and license agreements to appropriate parties.

F4.4 Chief Executive Officer Housing

This policy is recommended for removal from the THEC Policy Manual to be rescinded in its entirety. It was originally approved on February 8, 1990 and outlines the terms and conditions of use of housing for the Chief Executive Officer of the Tennessee Higher Education Commission, public governing boards, and public institutions of higher education. This policy does not concern the financial operations or authority of the Commission and is not supported by current statute.

F4.5 Academic Funding Formula

This policy is recommended to be renamed *Outcomes-Based Funding Formula*. It was revised on August 12, 1994 and outlines the Commission's operation of a funding formula to recommend the distribution of state funds in a fair and equitable manner. Proposed revisions to the policy align its language with applicable statute, clarify procedures for use of the funding formula, specify outcomes to be included

in the model (consistent with statute), and highlight the role of the Formula Review Committee. Items recommended for removal are no longer applicable to the current outcomes-based funding formula model.

F5.0 Self-Supporting Academic Entities

This policy was originally approved on July 14, 2005 and outlines the conditions under which governing boards may establish and operate self-supporting academic entities. Proposed revisions to the policy mirror the format of other Commission policies and clarify two procedural matters: the length of time in which institutions must report to the Commission on the entity's operation and the inclusion of outcomes generated at self-supporting academic entities in the Outcomes-Based Funding Formula.

RECOMMENDATION

Proposed revisions to the THEC Policy Manual's Financial Policies section have been thoroughly reviewed by fiscal affairs staff, the Office of General Counsel, and applicable stakeholders, including institutions and government agencies, and are recommended for approval and adoption. These changes reflect necessary language updates in light of legislative actions and reflect changes to the Commission's operation on financial, capital, and planning matters to promote flexibility, transparency, and efficiency.

Section Title: Financial Policies

Policy Title: Financial and Statistical Reporting

Policy Number: F1.0

- 1.0.10 **Scope and Purpose.** The Commission shall establish and enforce uniform standards of accounting, financial, and statistical reporting for all public institutions of higher education and adhere to statutory and administrative reporting requirements.
- 1.0.20 **Publication of Standards.** The Tennessee Higher Education Commission has promulgated, in conjunction with the Comptroller of the Treasury and Commissioner of Finance and Administration, accounting and financial reporting standards for state community colleges, universities, and colleges of applied technology. These standards are contained in the publication, *Financial Reporting for Tennessee Public Colleges and Universities*.
- 1.0.30A **Procedures.** The Commission shall adhere to all reporting requirements under Tennessee statute, including an annual report to the Governor and General Assembly that shall address the topics of access, efficiency, productivity, and quality.
- 1.0.30B The Commission shall work with governing boards and institutions to ensure that the annual audit of financial and enrollment records for each public institution of higher education in the state conducted by the Comptroller of the Treasury is reported to the Commission.
- 1.0.30C The Commission shall review the July 1 proposed and October 31 revised budgets of all public higher education programs and transmit the budgets and any comments to the Commissioner of Finance and Administration.
- 1.0.30D The Commission shall collect other statistical information as necessary to carry out its statutory responsibilities. To the extent possible, such information shall be collected in standard formats and at regular intervals in order to minimize the workload of institutions and governing boards. Such information shall include, but not be limited to, instructional costs, students, academic programs, graduates, and facilities.
- 1.0.30E The Commission shall maintain a database for information, assessment, and accountability purposes to facilitate the statewide public policy agenda. Per T.C.A. § 49-8-203(i), institutions shall provide such data elements the Commission deems necessary to carry out this task. The Commission may

report any information it considers necessary in accordance with applicable statutes, procedures, and internal policies.

- 1.0.30F The Commission shall work with all public institutions of higher education to post a link to the Commission's website, where consumers may view tuition and fees, graduation rates, and other information on programs in the state.
- 1.0.30G The Commission shall submit the revised higher education funding formula for the following fiscal year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.
- 1.0.30H The Commission shall report any projected tuition increases for the next academic year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.
- 1.0.30I The Commission shall publish a financial disclosure statement for student activity fees, which shall account for the student activity fees on a campus-by-campus basis, including:
- 1) The number of undergraduate and graduate students enrolled;
 - 2) The source of any student activity fees according to the number of students enrolled as undergraduate or graduate students;
 - 3) The expenditure of the student activity fees; and
 - 4) Funds not expended during the disclosure period.
- 1.0.30J The Commission shall receive, approve, and submit to the Governor requests for appropriations to support the programs of the Tennessee Student Assistance Corporation.

Approved: April 22, 1988

Revised: May 11, 2017

Applicable Statute

T.C.A. § 3-14-202, legislative budget analysis

T.C.A. § 49-4-207, Tennessee student assistance corporation

T.C.A. § 49-7-202, legislative budget analysis, comptroller, uniform standards

T.C.A. § 49-7-210, annual report

T.C.A. § 49-7-211, student activity fees

T.C.A. § 49-7-2019, posting of information

T.C.A. § 49-8-203, data

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Section Title: Financial Policies

Policy Title: Financial and Statistical Reporting

Policy Number: F1.0

1.0.10 **Scope and Purpose.** ~~Uniform~~ The Commission shall establish and enforce uniform standards of accounting, financial, reporting and statistical reporting ~~shall be adhered to by the various~~ for all public institutions of higher education and adhere to statutory and administrative reporting requirements.

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Comment [T01]: TCA 49-7-202(j)

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~~1.0.10A20~~ **Publication of Standards.** The Tennessee Higher Education Commission has promulgated, in conjunction with the Comptroller of the Treasury and Commissioner of Finance and Administration, accounting and financial reporting standards for state community colleges, universities, and technical institutes colleges of applied technology. These standards are contained in the publication, *Financial Reporting for Tennessee Public Colleges and Universities*.

~~1.0.10B30A~~ **Procedures.** The Commission shall adhere to all reporting requirements under Tennessee statute, including an annual report to the Governor and General Assembly that shall address the topics of access, efficiency, productivity, and quality.

Comment [T02]: TCA 49-7-210(c)

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1.0.30B The Commission shall work with governing boards and institutions to ensure that ~~t~~ The annual audit of financial and enrollment records ~~in~~ for each public college and university institution of higher education ~~of~~ in the state conducted by the Comptroller of the Treasury ~~shall be~~ is reported to the Commission.

~~1.0.10C30C~~ The Commission shall review ~~The~~ the July 1 proposed and October 31 revised budgets of all public higher education programs ~~shall be reviewed by the Commission,~~ and the Commission shall transmit the budgets and ~~its~~ any comments to the Commissioner of Finance and Administration.

~~1.0.10D30D~~ The Commission shall collect other statistical information as necessary to carry out its statutory responsibilities. To the extent possible, such information shall be collected in standard formats and at regular intervals in order to minimize the workload of institutions and governing boards. Such information shall include, but not be limited to, instructional costs, students, academic programs, graduates, and facilities.

~~1.0.30E~~ The Commission shall maintain a database for information, assessment, and accountability purposes to facilitate the statewide public policy agenda. Per T.C.A. § 49-8-203(i), institutions shall provide such data elements the Commission deems necessary to carry out this task. The

Comment [T03]: TCA 49-8-203(i)

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1.0.30F	Commission may report any information it considers necessary in accordance with applicable statutes, procedures, and internal policies. The Commission shall work with all public institutions of higher education to post a link to the Commission's website, where consumers may view tuition and fees, graduation rates, and other information on programs in the state.	Comment [T04]: TCA 49-7-2019
1.0.30G	The Commission shall submit the revised higher education funding formula for the following fiscal year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.	Comment [T05]: TCA 49-7-202(h) TCA 3-14-202(g)
1.0.30H	The Commission shall report any projected tuition increases for the next academic year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.	Comment [T06]: TCA 49-7-202 (h)
1.0.30I	The Commission shall publish a financial disclosure statement for student activity fees, which shall account for the student activity fees on a campus-by-campus basis, including:	Comment [T07]: TCA 49-7-211
	1) The number of undergraduate and graduate students enrolled;	Formatted: Font: Bookman Old Style, 11 pt
	2) The source of any student activity fees according to the number of students enrolled as undergraduate or graduate students;	Formatted: List Paragraph, Indent: Left: 1.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.65" + Indent at: 1.9"
	3) The expenditure of the student activity fees; and	Formatted: Indent: Left: 0.75"
	4) Funds not expended during the disclosure period.	Formatted: List Paragraph, Indent: Left: 1.5", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.65" + Indent at: 1.9"
1.0.30J	The Commission shall receive, approve, and submit to the Governor requests for appropriations to support the programs of the Tennessee Student Assistance Corporation.	Formatted: Font: Bookman Old Style, 11 pt
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1.0.10E	In accordance with T.C.A. 49-7-112, Chapter 83 of the Public Acts of the 93 rd General Assembly, the Commission shall annually compute the tuition subsidy (i.e., appropriation per student) at each public institution. Such calculations shall be reported to the institutions for inclusion on tuition and fee bills sent to students and parents.	Formatted: Font: Bookman Old Style, 11 pt
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Approved:	April 22, 1988	Comment [T08]: TCA 49-4-207
Revised:	May 11, 2017	Comment [T09]: Removed from statute.
Applicable Statute		Formatted: Font: Bold
	T.C.A. § 3-14-202, legislative budget analysis	
	T.C.A. § 49-4-207, Tennessee student assistance corporation	
	T.C.A. § 49-7-202, legislative budget analysis, comptroller, uniform standards	
	T.C.A. § 49-7-210, annual report	
	T.C.A. § 49-7-211, student activity fees	
	T.C.A. § 49-7-2019, posting of information	

|

| [T.C.A. § 49-8-203, data](#)

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Section Title: Financial Policies

Policy Title: Tuition and Fees

Policy Number: F2.0

- 2.0.10 **Scope and Purpose.** Since the passage of its enabling legislation, the Commission has engaged with state leaders, institutions, and consumers to advance access and affordability in the higher education sector. The Focus On College and University Success (FOCUS) Act of 2016 augmented the Commission's responsibility and authority in the financing of higher education in Tennessee, including granting the Commission binding authority on tuition and fee policy.
- 2.0.20 **Authority.** As the coordinating body for higher education in Tennessee, the Commission is empowered by statute to develop a comprehensive strategic financial plan, focusing on student tuition and other charges; operate an outcomes-based funding formula, which considers the impact of tuition, maintenance fees, and other charges assessed by each institution; promulgate and adopt rules concerning residency, fee waivers, and tuition discounts; and develop and approve tuition policies binding upon all state institutions of higher education.
- 2.0.30A **Procedures.** The Commission shall review the tuition and institutional fee rates for all state institutions of higher education on an annual basis.
- 2.0.30B The Commission shall annually develop and approve a tuition and fee policy applicable to tuition and fees charged to in-state, undergraduate students, commonly referred to as "in-state tuition" or "maintenance fees." This policy shall be binding upon all state institutions of higher education.
- 2.0.30C The Commission shall have no authority to set a tuition and fee policy applicable to non-resident or graduate students.
- 2.0.30D The Commission's tuition policy shall include two (2) approved ranges of allowable percentage adjustment, including:
- 1) One (1) range for any proposed modification to the current tuition rates; and
 - 2) One (1) range for any proposed modification to the combined total amount of tuition and all mandatory fees assessed.

Institutions may adopt tuition and fee adjustments within the Commission's approved policy range(s), but no increase shall exceed the Commission's approved maximum percentage adjustment. An institution may, however, reduce tuition and fees if approved by its respective governing board.

2.0.30E Commission staff shall annually produce a comparison of fees with the Southern Regional Education Board, peer institutions, and other states for presentation to the Commission and appropriate executive and legislative officials.

2.0.30F The Commission shall determine the number of non-resident students who meet requirements for admission to a Tennessee community college that may be charged in-state tuition rates, provided that those non-resident students charged in-state rates:

- 1) Do not exceed three percent (3%) of the institution's full-time equivalent (FTE) enrollment; and
- 2) Have a bona fide place of residence in a county adjacent to the Tennessee state line that is also within a thirty-mile (30) radius of the city in which the institution is located.

The Commission shall make necessary adjustments to this number every three (3) years.

2.0.30G The Commission shall develop and adopt rules and regulations concerning the implementation and operation of tuition and fee discount, waiver, and credit programs, as applicable by statute.

Approved: April 22, 1988

Revised: May 11, 2017

Applicable Statute

T.C.A. § 8-50-114, tuition waiver for public employees

T.C.A. § 8-50-115, tuition reduction for children of state employees

T.C.A. § 49-7-116, tuition-free courses for full-time university and college employees

T.C.A. § 49-7-119, tuition discount for children of public school teachers

T.C.A. § 49-7-202, strategic financial plan, tuition and fees, funding formula

T.C.A. § 49-7-211, financial disclosure of student activity fees

T.C.A. § 49-7-2303, tuition credits or refunds during military service

T.C.A. § 49-8-102, residency classification for tuition and fees

Section Title: Financial Policies

Policy Title: Tuition and Fees

Policy Number: F2.0

2.0.10 **Scope and Purpose.** Since the passage of its enabling legislation, the Commission has engaged with state leaders, institutions, and consumers to advance access and affordability in the higher education sector. The Focus On College and University Success (FOCUS) Act of 2016 augmented the Commission's responsibility and authority in the financing of higher education in Tennessee, including granting the Commission binding authority on tuition and fee policy. ~~The Commission shall review fees and make recommendations on an annual basis.~~

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2.0.210A **Authority.** As the coordinating body for higher education in Tennessee, the Commission is empowered by statute to develop a comprehensive strategic financial plan, focusing on student tuition and other charges; operate an outcomes-based funding formula, which considers the impact of tuition, maintenance fees, and other charges assessed by each institution; promulgate and adopt rules concerning residency, fee waivers, and tuition discounts; and develop and approve tuition policies binding upon all state institutions of higher education.

Comment [T01]: TCA 49-7-202 (f, m, n)

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~~The Commission's tuition and fee policies are general guidelines, and institutions and governing boards should have flexibility in setting fees and using fee revenue to address the highest priority needs.~~

2.0.310AB **Procedures.** ~~The Commission shall review the tuition and institutional fee rates for all state institutions of higher education and make recommendations on an annual basis.~~

Comment [T02]: TCA 49-7-202(n)(1)

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2.0.30B ~~The Commission shall annually develop and approve a tuition and fee policy applicable to tuition and fees charged to in-state, undergraduate students, commonly referred to as "in-state tuition" or "maintenance fees." This policy shall be binding upon all state institutions of higher education.~~

Comment [T03]: TCA 49-7-202 (n)(2)

2.0.30C ~~The Commission shall have no authority to set a tuition and fee policy applicable to non-resident or graduate students.~~

Comment [T04]: TCA 49-7-202(n)(5)

2.0.30D ~~The Commission's tuition policy shall include two (2) approved ranges of allowable percentage adjustment, including:~~

Comment [T05]: TCA 49-7-202(n)(3)

- 1) One (1) range for any proposed modification to the current tuition rates; and

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2) One (1) range for any proposed modification to the combined total amount of tuition and all mandatory fees assessed.

Institutions may adopt tuition and fee adjustments within the Commission's approved policy range(s), but no increase shall exceed the Commission's approved maximum percentage adjustment. An institution may, however, reduce tuition and fees if approved by its respective governing board.

To ensure continued access to higher education opportunities for students from all economic levels, student financial aid availability from state and federal sources should be considered in conjunction with annual increases in tuition and fees.

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Comment [T06]: TCA 49-7-202(n)(4 and 6)

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2.0.10C — Fees for institutions with broadly similar missions and fees for students enrolled in similar professional programs (law and medicine) should be the same. The following groups should be used:

Group 1:	UT Knoxville
Group 2:	University of Memphis
Group 3:	All other Universities
Group 4:	Community Colleges and Technical Institutes
Group 5:	Technology Centers

2.0.10D — For resident students, a tuition indexing approach consisting of a ratio or percentage (fees divided by state appropriations) should be used. The tuition indexes should be considered as general goals and implementation for any category should not, with possible exceptions for medicine and veterinary medicine, exceed the average for the Southern Regional Education Board (SREB) region and peer institutions unless appropriations reach this level.

1. For Tennessee residents enrolled in universities, the tuition index should be 40%.
2. For Tennessee residents enrolled in two year institutions, the tuition index should be 35%.
3. For medicine, veterinary medicine, dentistry, and technology centers, the tuition index should be 15%.
4. For other graduate programs including law, fees should be at a level 50% higher than undergraduate fees.

2.0.10E — Out of state fees should be recommended at the same level as the average for other southern states.

2.0.10F30E — Commission staff shall annually produce a cComparisons of fees with the Southern Regional Education Board, peer institutions, and other states should be made on an annual basis and for presentation to the Commission and appropriate executive and legislative officials.

2.0.10G30F — The residency classification guidelines for students should be the same at all institutionsThe Commission shall determine the number of non-

Comment [T07]: TCA 49-8-102(c)

resident students who meet requirements for admission to a Tennessee community college that may be charged in-state tuition rates, provided that those non-resident students charged in-state rates:

- 1) Do not exceed three percent (3%) of the institution's full-time equivalent (FTE) enrollment; and
- 2) Have a bona fide place of residence in a county adjacent to the Tennessee state line that is also within a thirty-mile (30) radius of the city in which the institution is located.

The Commission shall make necessary adjustments to this number every three (3) years.

2.0.30G The Commission shall develop and adopt rules and regulations concerning the implementation and operation of tuition and fee discount, waiver, and credit programs, as applicable by statute.

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Comment [T08]: Multiple citations included in Applicable Statute section.

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Approved: April 22, 1988

Revised: May 11, 2017

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Applicable Statute

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T.C.A. § 8-50-114, tuition waiver for public employees

T.C.A. § 8-50-115, tuition reduction for children of state employees

T.C.A. § 49-7-116, tuition-free courses for full-time university and college employees

T.C.A. § 49-7-119, tuition discount for children of public school teachers

T.C.A. § 49-7-202, strategic financial plan, tuition and fees, funding formula

T.C.A. § 49-7-211, financial disclosure of student activity fees

T.C.A. § 49-7-2303, tuition credits or refunds during military service

T.C.A. § 49-8-102, residency classification for tuition and fees

Section Title: Financial Policies

Policy Title: Operating Appropriations

Policy Number: F3.0

- 3.0.10 **Scope and Purpose.** The Commission's enabling legislation requires the Commission to develop policies and formulae for the fair and equitable distribution of public funds among the state's institutions of higher education and to make operating appropriation recommendations to the Governor and General Assembly.
- 3.0.20 **Authority.** The Commission is empowered to develop a comprehensive strategic financial plan for higher education and to develop funding recommendations.
- 3.0.30A **Procedures.** The Commission shall develop, review, approve, and transmit operating appropriation recommendations on an annual basis consistent with the practices and timelines developed in consultation with the Department of Finance and Administration.
- 3.0.30B When developing operating appropriation recommendations, Commission staff shall utilize, but not be limited to, the outcomes-based funding formula model.
- 3.0.30C The Commission shall not recommend operating appropriation levels for individual colleges of applied technology (TCATs) or assert authority over the transfer of funds between TCATs or community colleges deemed necessary by the Board of Regents.
- 3.0.30D When considering recommendations, the Commission may be guided by, but not limited to, the statewide priorities established in the Master Plan and an overall goal to provide a level of operating support such that each institution may fulfill its role and mission with distinction. Funding recommendations may provide recognition of differences in institutional role and mission and may promote access, quality, and increased performance in efficiency and effectiveness.
- 3.0.30E In recognition of limited resources, the Commission may annually establish funding priorities which address the relative importance of all major funding areas, both operational and physical. Such areas may include, but not be limited to, basic operating funds, capital maintenance, qualitative initiatives, equipment, capital outlay, and special programs.

3.0.30F The Commission shall review, approve, and transmit requests for appropriations to support programs of the Tennessee Student Assistance Corporation.

Approved: April 22, 1988

Revised: May 11, 2017

Applicable Statute

T.C.A. § 49-4-207, Tennessee student assistance corporation appropriations

T.C.A. § 49-7-202, state appropriations

T.C.A. § 49-7-1002, higher education funding requests

Section Title: Financial Policies
Policy Title: Operating Appropriations
Policy Number: F3.0

- 3.0.10 **Appropriations Formula Scope and Purpose.** The Commission's enabling legislation requires the Commission to develop policies and formulae for the fair and equitable distribution of public funds among the state's institutions of higher ~~learning~~ education and to make operating appropriation recommendations to the Governor and General Assembly, taking into account enrollment projections, and recognizing institutional differences as well as similarities in functions, services, academic programs, and levels of instruction. ~~The Commission shall review and adopt formula guidelines and priorities and operating appropriations recommendations on an annual basis.~~
- 3.0.10A20 **Authority.** The Commission is empowered to develop a comprehensive strategic financial plan for higher education and to develop funding recommendations. ~~The overall goal of the Commission's funding policies and recommendations shall be to provide a level of operating support such that each institution may fulfill its role and mission with distinction. The funding recommendations should provide recognition of differences in institutional role and mission and should promote access, desegregation, quality, and evaluation of performance.~~
- 3.0.10B30A **Procedures.** The Commission shall ~~review~~ develop, review, approve, and adopt ~~transmit~~ formula guidelines and priorities and operating appropriations recommendations on an annual basis consistent with the practices and timelines developed in consultation with the Department of Finance and Administration.
- 3.0.30B ~~When~~ developing operating appropriation recommendations, Commission staff shall utilize, but not be limited to, the outcomes-based funding formula model.
- 3.0.30C ~~The~~ Commission shall not recommend operating appropriation levels for individual colleges of applied technology (TCATs) or assert authority over the transfer of funds between TCATs or community colleges deemed necessary by the Board of Regents.
- 3.0.30D ~~When~~ considering recommendations, the Commission may be guided by, but not limited to, the statewide priorities established in the Master Plan and an ~~The overall goal of the Commission's funding policies and recommendations shall be to provide a level of operating support such that each institution may fulfill its role and mission with distinction. The funding recommendations should~~ may provide recognition of differences in institutional role and mission and ~~should~~ may promote

Comment [TO1]: TCA 49-7-202 (f, k, and m)
TCA 49-7-1002

Comment [TO2]: TCA 49-7-202 (f and k)

Comment [TO3]: TCA 49-7-202 (l)

Comment [TO4]: Language changed from "should" and "shall" to "may."

access, desegregation, quality, and evaluation ~~increased~~ of performance in efficiency and effectiveness.

3.0.30E In recognition of limited resources, the Commission ~~shall~~ may annually establish funding priorities which address the relative importance of all major funding areas, both ~~operating~~ operational and ~~capital~~ physical. Such areas ~~shall~~ may include, but not be limited to, basic operating funds, capital maintenance, qualitative initiatives, equipment, capital outlay, and special programs.

3.0.30F The Commission shall review, approve, and transmit requests for appropriations to support programs of the Tennessee Student Assistance Corporation.

Comment [T05]: TCA 49-4-207

Approved: April 22, 1988

Revised: May 11, 2017

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Applicable Statute

T.C.A. § 49-4-207, Tennessee student assistance corporation appropriations

T.C.A. § 49-7-202, state appropriations

T.C.A. § 49-7-1002, higher education funding requests

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Section Title: Financial Policies

Policy Title: Capital Projects

Policy Number: F4.0

4.0.10 **Scope and Purpose.** As the coordinating body for higher education in Tennessee, the Commission engages with institutions and governing boards on capital investment and real estate transactions through its role to develop and approve recommendations for capital outlay and maintenance funding.

4.0.20 **Authority.** The Commission is empowered to identify, prioritize, and make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

4.0.30A **Procedures.** The Commission shall identify capital investment needs and determine priorities for those investments for consideration by the Governor and the General Assembly as part of the annual appropriations act.

4.0.30B The Commission shall consider capital and infrastructure issues, as well as higher education efficiency, performance, and return on investment, as part of its comprehensive strategic financial plan for higher education.

4.0.30C The Commission reserves the right to not rank or approve projects for capital outlay or maintenance funding that are not identified in an institution's current and approved facility master plan.

4.0.30D The Commission authorizes the Executive Director to make adjustments to the capital outlay and capital maintenance recommendations as necessary on behalf of the Commission.

4.0.40A **Capital Outlay.** In accordance with funding request guidelines annually disseminated by Commission staff, the Commission shall receive a prioritized list of capital outlay projects from each governing board.

4.0.40B Commission staff shall make a recommendation to the Commission consisting of one prioritized list of projects. When reviewing projects, Commission staff may employ the assistance of external reviewers and may consider, but shall not be limited to:

- 1) State goals;
- 2) Campus master and strategic plans;
- 3) THEC Space Guidelines and facility assessments;
- 4) Program and business plans; and
- 5) External funding.

Commission staff may consider these factors differently by sector, project scope, or institutional type and mission.

- 4.0.40C The Commission shall review and approve a recommendation for the funding of capital outlay projects. The Commission's actions and a prioritized list of capital projects shall be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.
- 4.0.40D The Commission reserves the right to rank, not rank, alter a recommended ranking, or take any other action(s) it deems fit to advance state goals.
- 4.0.50A **Capital Maintenance.** In accordance with funding request guidelines annually disseminated by Commission staff, the Commission shall receive a prioritized list of capital maintenance projects from each governing board.
- 4.0.50B Commission staff shall make project recommendations to the Commission in accordance with a capital maintenance formula. The formula may include, but not be limited to, the age, gross Education & General (E&G) square footage, usage, and conditions of institutions' facilities.
- 4.0.50C The Commission shall review and approve a recommendation for the funding of capital maintenance projects. The Commission's actions shall be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.
- 4.0.60A **Disclosed Projects.** Institutions may choose to construct, demolish, maintain, renovate, or otherwise engage with capital projects funded in part by the Tennessee State School Bond Authority (TSSBA) or sources other than state appropriations.
- 4.0.60B The Commission authorizes the Executive Director to receive, compile, and report a list of disclosed projects to the Department of Finance and Administration, the Office of Legislative Budget Analysis, the State Building

Commission, the Tennessee State School Bond Authority, and any other relevant party with the Executive Director's recommendation appended.

- 4.0.60C The reporting of disclosed capital projects by the Executive Director should be performed at least quarterly and shall include all projects to be initiated in the following quarter with total expenditures on capital improvements exceeding \$100,000 and capital maintenance exceeding \$500,000.

The report shall include all projects that concern the use of TSSBA funds.

- 4.0.60D The Executive Director shall maintain a list of all disclosed projects on the Commission's website. Projects shall remain listed for two years thereafter, a period in which the projects will be eligible to receive approval from the State Building Commission. Projects not initiated within two years will be purged from the disclosed list by Commission staff and must be disclosed again in order to be initiated.

- 4.0.60E If an event occurs which requires a campus or unit to immediately engage in a capital project exceeding the aforementioned thresholds to avoid immediate danger to persons or property or when absolutely essential and indispensable to campus operations, the Executive Director shall report that project in the following quarterly report to the Department of Finance and Administration, the Office of Legislative Budget Analysis, the State Building Commission, the Tennessee State School Bond Authority, and any other relevant parties with any applicable notations.

Approved: April 22, 1988

Revised: January 27, 1989
July 26, 1996
July 25, 1997

Amended: April 18, 2002 (Projects Disclosure List)

Revised: April 17, 2003

Amended: November 17, 2005
November 20, 2008

Revised: May 11, 2017

Applicable Statute

T.C.A. § 49-7-132, state building commission

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

Section Title: Financial Policies

Policy Title: Capital ~~Projects Outlay and Capital Maintenance~~
~~Funding Recommendations~~

Policy Number: F4.0

4.0.10 **Scope and Purpose.** As the coordinating body for higher education in Tennessee, the Commission engages with institutions and governing boards on capital investment and real estate transactions through its role to develop and approve recommendations for capital outlay and maintenance funding.

~~4.0.20~~ **Authority.** The Commission is empowered to identify, prioritize, and make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

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~~4.0.30A~~ **Procedures.** The Commission shall identify capital investment needs and determine priorities for those investments for consideration by the Governor and the General Assembly as part of the annual appropriations act.

Comment [T01]: TCA 49-7-202(o)

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~~4.0.30B~~ The Commission shall consider capital and infrastructure issues, as well as higher education efficiency, performance, and return on investment, as part of its comprehensive strategic financial plan for higher education.

Comment [T02]: TCA 49-7-202(m)

~~4.0.30C~~ The Commission reserves the right to not rank or approve projects for capital outlay or maintenance funding that are not identified in an institution's current and approved facility master plan.

~~4.0.30D~~ The Commission authorizes the Executive Director to make adjustments to the capital outlay and capital maintenance recommendations as necessary on behalf of the Commission.

~~4.0.40A~~ **Capital Outlay.** In accordance with funding request guidelines annually disseminated by Commission staff, the Commission shall receive a prioritized list of capital outlay projects from each governing board.

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~~4.0.40B~~ Commission staff shall make a recommendation to the Commission consisting of one prioritized list of projects. When reviewing projects, Commission staff may employ the assistance of external reviewers and may consider, but shall not be limited to:

- 1) State goals;
- 2) Campus master and strategic plans;
- 3) THEC Space Guidelines and facility assessments;
- 4) Program and business plans; and
- 5) External funding.

Commission staff may consider these factors differently by sector, project scope, or institutional type and mission.

4.0.40C The Commission shall review and approve a recommendation for the funding of capital outlay projects. The Commission's actions and a prioritized list of capital projects shall be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.

4.0.40D The Commission reserves the right to rank, not rank, alter a recommended ranking, or take any other action(s) it deems fit to advance state goals.

~~**Introduction.** Each year, pursuant to T.C.A. 49-7-202, the Tennessee Higher Education Commission staff will transmit to both governing boards capital outlay and capital maintenance funding request guidelines, which include Department of Finance and Administration requirements. In accordance with the guidelines, each governing board will submit their requested capital outlay and capital maintenance projects in numerical priority beginning with the number 1 and listing subsequent projects in progressive numeral order. The project information included for each request must address the proposed source or sources of funding. THEC staff will review the requests and make a recommendation to the Commission regarding the governing boards' capital outlay and maintenance requests. The Commission's actions then will be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.~~

~~All appropriation recommendations for capital outlay and capital maintenance projects will be distributed between the two governing boards in a fair and equitable manner. Projects submitted by the two governing boards must utilize the THEC Space Planning Guidelines. Each system should also seek to partner and cooperate with other federal, state or local government entities on capital projects when it will lead to efficiencies in operations in both entities.~~

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~~4.0.20 — **State Funded Capital Outlay Projects.** This category includes all new construction and renovation projects that utilize state funding in whole or in part. The overall goal of the capital outlay program is to provide physical facilities to enable each institution to provide a quality educational atmosphere, to fulfill their role and mission.~~

~~— The Commission staff will:~~

~~— 1) utilize the THEC Space Planning Guidelines to assist in evaluating the project as it relates to campus space issues;~~

~~— 2) use the following priorities in the order presented to establish a unified capital outlay recommendation for capital projects.~~

~~Priority 1 — This priority is to address projects that are consistent with the requirements of legal or court ordered mandates.~~

~~Priority 2 — This priority is to address renovation projects that directly support the teaching function.~~

~~Priority 3 — This priority is to address the construction of new space that directly supports the teaching function.~~

~~Priority 4 — This priority is to address the renovation of buildings that are obsolete due to age or condition.~~

~~4.0.20A — Priority Criteria. THEC staff will utilize the following criteria in priority order to establish a unified capital outlay recommendation for capital projects related to Priorities 2-4 above:~~

- ~~1. — Projects that previously received partial funding or equipment not previously funded but required to complete a capital project.~~
- ~~2. — Renovations of existing space to address deteriorated physical conditions or functional deficiencies.~~
- ~~3. — New construction of facilities that directly support the teaching function.~~
- ~~4. — Other projects that do not directly support the teaching function.~~

~~4.0.20B — Priority Order. The priority order that each governing board assigns to its recommended projects will be maintained unless the Commission determines that a critical need would not be addressed by doing so.~~

~~4.0.21 — **Amendments to State Funded Capital Outlay Projects**~~

~~4.0.21A — Project Substitution. On an exception basis involving unusual circumstances, each governing board may request that THEC consider a substitution for new capital outlay priorities from the time they~~

~~submit their recommendations until a minimum of two weeks prior to the end of the calendar year. THEC will consider any recommendations made and if approved will recommend the project to the Governor. The Governor will then have time to consider the revised request in his budget. Each new project or projects being substituted into the priorities may not cost more than the project or projects being replaced. Exceptions may be considered after the deadline if significant external funding for a project is received from gifts, grants, or other non-state sources.~~

~~4.0.21B — Emergency Projects. Projects of an emergency nature should be immediately transmitted to THEC when necessary to avoid immediate danger to persons or property when absolutely essential and indispensable to campus operations. A project in this category will be expedited and recommended by THEC for consideration by the State Building Commission at its next regularly scheduled meeting.~~

~~4.0.21C — The Executive Director of THEC may approve an amendment to the capital outlay listing on behalf of the Commission for projects that fall into either the project substitution and/or emergency projects categories. In this case THEC staff will promptly notify the THEC and governing boards, the Commissioner of Finance and Administration, the Chairs of the House and the Senate Finance Committees, the Legislative Budget Office, and members and staff of the State Building Commission of the recommended change to the capital outlay list and the effect that the project will produce in the institution's Educational and General square footage total.~~

~~4.0.50A **Capital Maintenance.** In accordance with funding request guidelines annually disseminated by Commission staff, the Commission shall receive a prioritized list of capital maintenance projects from each governing board.~~

~~4.0.50B Commission staff shall make project recommendations to the Commission in accordance with a capital maintenance formula. The formula may include, but not be limited to, the age, gross Education & General (E&G) square footage, usage, and conditions of institutions' facilities.~~

~~4.0.50C The Commission shall review and approve a recommendation for the funding of capital maintenance projects. The Commission's actions shall be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.~~

~~4.0.3060A **Standard Process for Disclosure of Non State Funded Capital Projects**Disclosed Projects.~~

~~4.0.30A As part of Institutions may choose to construct, demolish, maintain, renovate, or otherwise engage with the annual appropriation request~~

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~~process, each governing board shall transmit to the THEC staff a list of capital projects to be considered for funding through in part by the Tennessee State School Bond Authority (TSSBA) or sources other than state appropriations.~~

~~4.0.60B The Commission authorizes the Executive Director to receive, compile, and report a list of disclosed projects to the Department of Finance and Administration, the Office of Legislative Budget Analysis, the State Building Commission, the Tennessee State School Bond Authority, and any other relevant party with the Executive Director's recommendation appended.~~

~~4.0.60C The reporting of disclosed capital projects by the Executive Director should be performed at least quarterly and shall include all projects to be completedinitiated in the following quarter with total expenditures on capital improvements exceeding \$100,000 and capital maintenance exceeding \$500,000.~~

~~The report shall include all projects that concern the addition of new square footage to an institution or the use of TSSBA funds.~~

~~4.0.60D The Executive Director shall maintain a list of all disclosed projects on the Commission's website. Projects should remain listed until completion and for one year thereafter. Projects shall remain listed for two years thereafter, a period in which the projects will be eligible to receive approval from the State Building Commission. Projects not initiated within two years will be purged from the disclosed list by Commission staff and must be disclosed again in order to be initiated.~~

~~4.0.60E If an event occurs which requires a campus or unit to immediately engage in a capital project exceeding the aforementioned thresholds to avoid immediate danger to persons or property or when absolutely essential and indispensable to campus operations, the Executive Director shall report that project in the following quarterly report to the Department of Finance and Administration, the Office of Legislative Budget Analysis, the State Building Commission, the Tennessee State School Bond Authority, and any other relevant parties with any applicable notations.~~

~~4.0.30B Due to the length of time that is involved in the budget process the two governing boards should include in their request the projects that they anticipate presenting to the State Building Commission in the upcoming two fiscal years.~~

~~4.0.30C THEC staff will review the requests and make a recommendation to the Commission.~~

~~4.0.30D The Commission's actions will be transmitted to the Department of Finance and Administration for review and disclosure in the annual budget document.~~

~~4.0.30E The disclosed projects listing submitted by each system must include the following information, consistent with capital outlay and maintenance projects: Project Name, Project Description, Funding Source; Estimated Project Cost; and the amount~~

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of square feet that will be added to the institution's current Educational and General square footage total.

4.0.30F — A disclosed project that is approved by the legislature for a particular fiscal year may remain on the list and eligible to receive approval from the SBC until the end of the following fiscal year before it will be purged from the disclosed list by THEC during the following appropriations request cycle. The governing board may again disclose this project in future budget cycles.

4.0.31 — **Amendments to Disclosed Projects**

4.0.31A — Amendments to the Disclosed Projects listing shall be transmitted to THEC staff by each governing board by March 31st of each year for consideration by the Commission at the spring quarterly meeting.

1. — In April of each year THEC staff will transmit to the Department of Finance and Administration the Commission's action on amendments to the Disclosed Projects listing for review and inclusion in the Appropriations Bill.

4.0.31B — No further amendments will be made to the Disclosed Projects listing unless the project is:

1. — of a true emergency nature to avoid immediate danger to persons or property; or unforeseen maintenance projects absolutely essential and indispensable to campus operations. A project in this category will be expedited and recommended by THEC for consideration by the State Building Commission at its next regularly scheduled meeting.

2. — a special opportunity project. An example of projects in this category includes the receipt of a federal grant or private donation that requires the immediate construction, renovation, or demolition of space. In addition, the requirements of the grant or donation are such that the project cannot wait for consideration in the next budget cycle. Once THEC makes a recommendation for approval, a minimum of 30 days will transpire before the project may be formally submitted to the SBC for action.

4.0.31C — A request to amend the Disclosed Projects listing shall be submitted by the president or chancellor of the governing board to THEC staff for review and approval prior to any request for action by the State Building Commission. The request shall include a letter explaining the need for the project, the amount and source of funding, and providing appropriate documentation to support the request.

4.0.31D — The Executive Director of THEC may approve an amendment to the disclosed project listing on behalf of the Commission for projects that fall into either the emergency and/or special opportunity categories. In this case THEC staff will promptly notify the THEC and governing boards, the Commissioner of Finance and Administration, the Chairs of the House and the Senate Finance Committees, the Legislative Budget Office, and members and staff of the State Building Commission of the recommended change to the project disclosure list and the effect that the project will produce in the institution's Educational and General square footage total.

4.0.40 **Capital Maintenance Projects** — Each governing boards' list of requested capital maintenance projects must be submitted to the THEC staff in priority order by project which reflects their capital maintenance needs. THEC staff will make a

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~~recommendation to the Commission for each governing boards' capital maintenance request based upon the governing boards' priorities. The Commission's actions will be transmitted to the Department of Finance and Administration for review and consideration in the annual appropriation request.~~

~~4.0.50 The Executive Director is authorized to make appropriate adjustments to the capital outlay and capital maintenance recommendations as necessary on behalf of the Commission.~~

~~4.0.60 Emergency Projects. Projects of an emergency nature should be immediately transmitted to THEC when necessary to avoid immediate danger to persons or property when absolutely essential and indispensable to campus operations. A project in this category will be expedited and recommended by THEC for consideration by the State Building Commission at its next regularly scheduled meeting.~~

~~Approved:~~ April 22, 1988

~~Revised:~~ January 27, 1989

~~Revised:~~ July 26, 1996

~~Revised:~~ July 25, 1997

~~Amended:~~ April 18, 2002 (Projects Disclosure List)

~~Revised:~~ April 17, 2003

~~Amended:~~ Revised: April 17, 2003

~~Amended:~~ November 17, 2005

~~Amended:~~ November 20, 2008

~~Revised:~~ May 11, 2017

Applicable Statute

T.C.A. § 49-7-132, state building commission

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

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Section Title: Financial Policies

Policy Title: Master Plans

Policy Number: F4.1

- 4.1.10 **Scope and Purpose.** The purpose of a facility master plan is to articulate the multi-year facility needs of an institution or group of institutions to accomplish the vision, goals, objectives, and direction established within an approved academic or strategic plan and mission statement for the institution(s). The facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities.
- 4.1.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.
- 4.1.30A **Procedures.** A facility master plan, once approved in compliance with the policies and procedures of a respective governing board, must be submitted to the Commission for review and approval prior to submission to the State Building Commission.
- 4.1.30B A facility master plan must be reviewed and updated for each institution at least every ten (10) years. Once approved in compliance with the policies and procedures of a governing board, all subsequent revisions or updates to existing facility master plans must be submitted to the Commission for review and approval.
- 4.1.30C On a regular schedule, Commission staff may solicit information from each institution to assess whether or not—in the judgment of the Executive Director—substantive changes have occurred to the campus environment, which may include new academic programs, enrollment changes, or regional workforce developments, that warrant updates or revisions to a campus's facility master plan before the institution's next regularly scheduled master plan update or revision.
- 4.1.30D The Commission reserves the right to not rank or approve projects for capital outlay or maintenance funding that are not identified in an institution's current and approved facility master plan.

4.1.40A **Master Plans.** When evaluating and approving new and updated or revised facility master plans, the Commission may consider, but is not limited to, the following:

- 1) Academic mission;
- 2) Enrollment;
- 3) Student services;
- 4) Capital construction and maintenance projects;
- 5) Parking;
- 6) Space need and utilization, as defined by the Commission's Space Planning and Allocation Guidelines;
- 7) Land acquisition and disposal; and
- 8) Site issues, such as:
 - a. Utilities,
 - b. Signage,
 - c. Traffic and pedestrian circulation, and
 - d. Landscaping.

4.1.40B In order to be considered for funding through the Commission's annual appropriation request process, facility master plans must address and include new building construction or additions, capital maintenance projects (including Americans with Disabilities Act provisions), land acquisition(s) and disposal(s), a third-party validation of space need and utilization, and all other capital and facility projects anticipated to be completed in whole or in part with state funds over the next ten (10) years.

Approved: January 26, 1990

Revised: November 14, 2002

May 11, 2017

Applicable Statute

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

Current Applicable Policies

THEC Space Planning and Allocation Guidelines

Section Title: Financial Policies

Policy Title: ~~Institution Facility~~ Master Plans

Policy Number: F4.1

4.1.10 **Scope and Purpose.** The purpose of ~~the a~~ facility master plan is to articulate the multi-year facility needs of ~~the an~~ institution or group of institutions in order to accomplish the vision, goals, objectives, and direction established within ~~the an~~ approved academic or strategic plan and mission statement for the institution(s). The facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities.

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4.1.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

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~~4.1.10A30A~~ **Minimum Scope Procedures.** A facility master plan, once approved in compliance with the policies and procedures of the a respective governing board, must be submitted to the Tennessee Higher Education Commission for review and approval prior to submission to the State Building Commission.

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4.1.30B A facility master plan ~~should~~ must be reviewed and updated for each institution at least every ~~five~~ten (10) years. Once approved in compliance with the policies and procedures of a governing board, ~~All~~ subsequent revisions or updates to existing facility master plans must be submitted to the Tennessee Higher Education Commission for review and approval once approved in compliance with the policies and procedures of the governing board.

4.1.30C On a regular schedule, Commission staff may solicit information from each institution to assess whether or not—in the judgment of the Executive Director—substantive changes have occurred to the campus environment, which may include new academic programs, enrollment changes, or regional workforce developments, that warrant updates or revisions to a campus's facility master plan before the institution's next regularly scheduled master plan update or revision.

4.1.30D The Commission reserves the right to not rank or approve projects for capital outlay or maintenance funding that are not identified in an institution's current and approved facility master plan.

4.1.40A **Master Plans.** When evaluating and approving new and updated or revised facility master plans, the Commission may consider, but is not limited to, the following:

- 1) A consideration of academic mission;
- 2) Enrollment;
- 3) Student services;
- 4) Capital construction and maintenance projects, including Americans with Disabilities Act provisions
- 5) Parking;
- 6) Space need and utilization, as defined by the Commission's Space Planning and Allocation Guidelines;
- 7) Land acquisition and disposal; and
- 8) Site issues, such as:
 - a. Utilities,
 - b. Signage,
 - c. Traffic and pedestrian circulation, and
 - d. Landscaping.

The facility plan must address as a minimum:

1. consideration of academic mission
2. enrollment
3. student services
4. capital construction and maintenance projects, including Americans with Disabilities Act provisions
5. parking
6. land acquisition and disposal
7. site issues:
 - (a) utilities
 - (b) signage
 - (c) traffic and pedestrian circulation
 - (d) landscaping

4.1.20 THEC Approval. A facility master plan, once approved in compliance with the policies and procedures of the respective governing board, must be submitted to the Tennessee Higher Education Commission for review and approval prior to submission to the State Building Commission.

4.1.20A Cycle for Updating Plans. A facility master plan should be reviewed and updated for each institution at least every five years. All revisions to existing master plans must be submitted to the Tennessee Higher Education Commission for review and approval once approved in compliance with the policies and procedures of the governing board.

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~~4.1.20B~~**40B** In order to be considered for funding through the Commission's annual appropriation request process, facility master plans must address and include **Appropriation Request**.~~n~~ New building construction or additions, capital maintenance projects (including Americans with Disabilities Act provisions), land acquisition(s) and disposal(s), a third-party validation of space need and utilization, and land disposalall other capital and facility projects anticipated to be completed in whole or in part with state funds over the next ten (10) years. ~~should be addressed in the approved master plan in order to be considered for funding through the annual appropriation request process.~~

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~~4.1.20C~~ Consultant Services. The cost of obtaining consultant services for campus master plans must be funded from institutional sources.

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Approved: January 26, 1990 ~~as Policy F4.3, Campus Facilities Master Plans~~
Revised: November 14, 2002, ~~replacing F4.1, Land Plans and Purchases and adding this language.~~
May 11, 2017

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Applicable Statute

T.C.A. § 49-7-202, capital investment needs
T.C.A. § 49-7-1002, higher education funding requests
T.C.A. § 49-8-203, capital and real estate transactions

Current Applicable Policies

THEC Space Planning and Allocation Guidelines

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Section Title: Financial Policies

Policy Title: Lease Space Funding and License Agreements

Policy Number: F4.2

4.2.10 **Scope and Purpose.** As the coordinating body for higher education in Tennessee, the Commission engages with institutions and governing boards on capital investment and real estate transactions, including the lease or licensing of space for academic and service programs.

4.2.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

4.2.30A **Procedures.** The Commission may review, analyze, and recommend action on all leases, rent, and licenses for all public, state institutions of higher education in accordance with current State Building Commission (SBC) policy and applicable statutes. The Commission authorizes the Executive Director to take such actions as deemed appropriate.

4.2.30B In cooperation with the Office of the State Architect and State Building Commission, the Commission may compile and report quarterly the leases and licenses executed by and for all institutions of higher education.

Approved: April 22, 1988

Revised: May 11, 2017

Applicable Statute

T.C.A. § 4-15-102, state building commission powers

T.C.A. § 12-2-112, surplus state lands

T.C.A. § 12-2-114, leases by state agencies and institutions of higher education

T.C.A. § 12-2-115, leases involving states approval

T.C.A. § 49-7-132, state building commission approval of expenditures

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

Current Applicable Policies

SBC Policy, Item 7, Procurement of Leases Where the State is the Lessee

SBC Policy, Item 8, General Acquisition and Disposal of Real Property

Section Title: Financial Policies

Policy Title: Lease Space Funding and License Agreements

Policy Number: F4.2

4.2.10 **~~Scope and Purpose~~Lease-Space Funding.** As the coordinating body for higher education in Tennessee, the Commission engages with institutions and governing boards on capital investment and real estate transactions, including the lease or licensing of space for academic and service programs.

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4.2.20 **Authority.** The Commission is empowered to make recommendations and decisions upon capital investment and real estate transactions for institutions of higher education in its execution of the Master Plan, approval of institutional master plans, and oversight of the state's comprehensive strategic financial plan for higher education.

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4.2.30A **Procedures.** The Commission may review, analyze, and recommend action on all leases, rent, and licenses for all public, state institutions of higher education in accordance with current State Building Commission (SBC) policy and applicable statutes. ~~Rental commitments exceeding \$15,000 annually or for a term longer than five years require prior Commission approval if funding for such space is through state funds.~~ The Commission authorizes the Executive Director to take such actions as deemed appropriate.

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4.2.30B In cooperation with the Office of the State Architect and State Building Commission, the Commission may compile and report quarterly the leases and licenses executed by and for all institutions of higher education.

Approved: April 22, 1988

Revised: May 11, 2017

Applicable Statute

T.C.A. § 4-15-102, state building commission powers

T.C.A. § 12-2-112, surplus state lands

T.C.A. § 12-2-114, leases by state agencies and institutions of higher education

T.C.A. § 12-2-115, leases involving states approval

T.C.A. § 49-7-132, state building commission approval of expenditures

T.C.A. § 49-7-202, capital investment needs

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

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Current Applicable Policies

SBC Policy, Item 7, Procurement of Leases Where the State is the Lessee

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| [SBC Policy, Item 8, General Acquisition and Disposal of Real Property](#)

Section Title: Financial Policies

Policy Title: (Reserved)

Policy Number: F4.4

Section Title: Financial Policies

Policy Title: ~~Chief Executive Officer Housing(Reserved)~~

Policy Number: F4.4

~~4.4.10 **Housing Policy.** This policy provides general guidelines for the provision of housing to the chief executive officer of Tennessee public higher education institutions, governing boards, and the Higher Education Commission. The provisions of an official residence, housing allowance or a base salary adjustment in lieu of a housing allowance is considered to be a part of each chief executive officer's salary and benefit package.~~

~~4.4.20 **Universities.** An official residence or housing allowance shall be provided to the chief executive of each of the universities. Occupancy of the residence is required.~~

~~4.4.30 **Two-Year Institutions.** The provision of an official residence to chief executive officers of two-year institutions is not required for all campuses. Where housing is provided, the chief executive officer is required to occupy the residence. Given current practices, the Tennessee Board of Regents should be given the flexibility to continue current arrangements or dispose of existing properties. State funds should not be used to purchase housing where such housing does not now exist. Flexibility should be provided to the governing board in determining compensation to provide equity among chief executive officers and to assure that salary and compensation are competitive with other states.~~

~~4.4.40 **Governing Boards and the Higher Education Commission.** The provision of an official residence to chief executive officers of the governing boards and the Higher Education Commission is not required. However, where housing is provided, the chief executive officer is required to occupy the residence. State funds should not be used to purchase housing where such housing does not now exist. Flexibility should be given to Boards to establish compensation which is competitive with other states.~~

~~**Approved:** February 8, 1990~~

Section Title: Financial Policies

Policy Title: Outcomes-Based Funding Formula

Policy Number: F4.5

4.5.10 **Scope and Purpose.** The Commission is tasked and empowered to oversee and ensure the fair and equitable distribution of public funds among state institutions of higher education by the development, maintenance, and use of an outcomes-based funding formula.

4.5.20 **Authority.** The Commission's enabling legislation grants the Commission authority to develop and execute an outcomes-based funding formula to distribute public funds to all state institutions of higher education.

4.5.30A **Procedures.** The Commission shall develop and utilize an outcomes-based funding formula model to ensure the fair and equitable distribution and use of public funds among state institutions of higher education.

4.5.30B The Commission shall submit the revised higher education funding formula for the following fiscal year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.

4.5.30C The Commission shall operate the funding formula and its funding recommendations in accordance with applicable state and federal statutes.

4.5.30D The Commission staff shall maintain and update annually informational and educational resources pertaining to the outcomes-based funding formula model, its components, and its use on the Commission's website.

4.5.40 **The Model.** The funding formula model shall further the goals of the statewide Master Plan by emphasizing outcomes across a range of variables that shall be weighted to reinforce each institution's mission and provide incentives for productivity improvements consistent with the Master Plan, including:

- 1) End-of-term enrollment for each term, student retention, timely progress toward degree completion, and degree production; and
- 2) Student transfer activity, research, and student success, as well as compliance with the transfer and articulation policies required in this section.

The funding formula model shall consider the impact of tuition, maintenance fees, and other charges assessed by each institution in determining the fair and equitable distribution of public funds.

The Commission shall develop funding recommendations that reflect the outcomes-based funding formula model as well as the priorities of the Master Plan.

4.5.50 **Formula Review Committee.** The Commission shall establish a review committee to aid in development or revision of the funding formula, as prescribed and constituted by T.C.A. § 49-7-202(g)(1).

The committee shall review the funding formula components, as well as identify needed revisions, additions, or deletions to the formula. The committee shall also ensure that the funding formula is linked to the goals and objectives of the Master Plan.

The committee shall meet at least annually.

Before any amendment or revision to the outcomes-based funding formula model shall become effective, the amendment or revision shall be presented to the Education and Finance, Ways and Means Committees of the Senate and the Education Administration and Planning and Finance, Ways and Means Committees of the House of Representatives for review and recommendation.

Revised: August 12, 1994
May 11, 2017

Applicable Statute

T.C.A. § 3-14-202, legislative budget analysis

T.C.A. § 8-50-114, tuition and fee waiver as related to budget and funding formula

T.C.A. § 49-7-116, tuition-free courses as related to budgets and funding formula

T.C.A. § 49-7-202, outcomes-based funding formula

T.C.A. § 49-7-1002, state funding requests for public higher education

Section Title: Financial Policies

Policy Title: ~~Academic Funding Formula~~ Outcomes-Based Funding Formula

Policy Number: F4.5

4.5.10 **Scope and Purpose.** The Commission is tasked and empowered to oversee and ensure the fair and equitable distribution of public funds among state institutions of higher education by the development, maintenance, and use of an outcomes-based funding formula.

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4.5.20 **Authority.** The Commission's enabling legislation grants the Commission authority to develop and execute an outcomes-based funding formula to distribute public funds to all state institutions of higher education.

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4.5.30A **Procedures.** The Commission shall develop and utilize an outcomes-based funding formula model to ensure the fair and equitable distribution and use of public funds among state institutions of higher education.

Comment [TO1]: TCA 49-7-202(f)(1)

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4.5.30B The Commission shall submit the revised higher education funding formula for the following fiscal year to the Office of Legislative Budget Analysis and the Comptroller of the Treasury no later than December 1 of each year.

Comment [TO2]: TCA 49-7-202(h) and TCA 3-14-202(g)

4.5.30C The Commission shall operate the funding formula and its funding recommendations in accordance with applicable state and federal statutes.

4.5.30D The Commission staff shall maintain and update annually informational and educational resources pertaining to the outcomes-based funding formula model, its components, and its use on the Commission's website.

4.5.40 **The Model.** The funding formula model shall further the goals of the statewide Master Plan by emphasizing outcomes across a range of variables that shall be weighted to reinforce each institution's mission and provide incentives for productivity improvements consistent with the Master Plan, including:

Comment [TO3]: TCA 49-7-202(f)(2)

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- 1) End-of-term enrollment for each term, student retention, timely progress toward degree completion, and degree production; and

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- 2) Student transfer activity, research, and student success, as well as compliance with the transfer and articulation policies required in this section.

The funding formula model shall consider the impact of tuition, maintenance fees, and other charges assessed by each institution in determining the fair and equitable distribution of public funds.

The Commission shall develop funding recommendations that reflect the outcomes-based funding formula model as well as the priorities of the Master Plan.

4.5.50 **Formula Review Committee.** The Commission shall establish a review committee to aid in development or revision of the funding formula, as prescribed and constituted by T.C.A. § 49-7-202(g)(1).

The committee shall review the funding formula components, as well as identify needed revisions, additions, or deletions to the formula. The committee shall also ensure that the funding formula is linked to the goals and objectives of the Master Plan.

The committee shall meet at least annually.

Before any amendment or revision to the outcomes-based funding formula model shall become effective, the amendment or revision shall be presented to the Education and Finance, Ways and Means Committees of the Senate and the Education Administration and Planning and Finance, Ways and Means Committees of the House of Representatives for review and recommendation.

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Comment [TO4]: TCA 49-7-202(f)(3)

Comment [TO5]: TCA 49-7-202(k)

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Comment [TO6]: TCA 49-7-202(g)(2)

Comment [TO7]: TCA 49-7-202(g)(3)

Comment [TO8]: TCA 49-7-202(i)

~~T.C.A. § 49-7-202 requires the Tennessee Higher Education Commission “To develop policies and formulae of guidelines for the fair and equitable distribution and use of public funds among the State’s institutions of higher learning, taking into account enrollment projections, and recognizing institutional differences as well as similarities in function, services, academic programs and levels of instruction.” The Commission has adopted the following policy regarding the formula:~~

- ~~1. The formula should adequately but reasonably reflect the funding needs of public higher education institution.~~
- ~~2. The formula must provide equitable distribution of available resources.~~
- ~~3. Institutions should retain maximum management flexibility in the use of funds, and should not be penalized for efficient use of resources.~~
- ~~4. The formula should provide recognition of differences in institutional role and mission.~~
- ~~5. The formula should be compatible with statewide goals such as access, desegregation, quality and evaluations of performance.~~

- ~~6. The formula should be as simple as possible given the complex nature of the institutions to be funded.~~
- ~~7. The formula should be based upon reliable information and data systems which assure comparability among institutions.~~

~~The formula is revised, as necessary, in accordance with new information or methods and is annually evaluated by the Formula Review Task Force, comprised of Commission staff and representatives from the institutions and governing boards. Beginning FY 1995-96, the Commission will analyze actual expenditures at each institution in relation to the amount appropriated through the formula.~~

~~The two parts of the current formula, expenditures and revenues, relate only to unrestricted education and general monies, Restricted funds such as federal research grants or other gifts and grants are not included.~~

~~The calculations do not represent the specific institutional budgets for the functions listed, but rather are for the purposes of requesting and distribution of appropriations. The management of actual appropriations is the responsibility of institutions and their governing boards.~~

FORMULA COMPONENTS ARE:

Instructional and Academic Support: Institutional expenditures are concentrated in the instruction and academic support categories. Included are faculty, academic administration and clerical salaries, office expense and equipment, and other activities such as demonstration schools and farms which support the instructional program.

— For instruction the formula recommends funds based upon faculty salaries and student/faculty ratios at comparable institutions. The use of CIP (Classification of Instructional Programs) have been adopted as the standard to use for credit hour production and student/faculty ratio determination.

— The funding calculation divides the projected student credit hour production by student/faculty ratios to determine the number of instructional personnel required, and this number is then multiplied by the average salary factor of peer institutions. Adjustments are made for graduate assistants, equipment, clerical, and supply requirements, and to recognize enrollment fluctuations. Within the formula, Tennessee institutions are compared to comparable institutions for purposes such as average faculty salaries. The use of peer institutions is a major component of the formula. A common set of ten peers was selected for the 14 two year colleges and technical institutes. Ten peers each were selected for the University of Memphis and University of Tennessee, Knoxville. For the other seven universities, ten peer institutions were selected comprised of seven common and three specific peers.

— Funding needs for libraries depend on the type, as well as size of the institution. The formula approach for libraries recommend a rate per FTE student. The rate is based on an analysis of library expenditures at peer institutions.

Maintenance and Operation of Physical Plant: The maintenance and operation of physical plants, which includes repair service, utilities, custodial service, and grounds work comprises 10.5% of the total institutional expenditures. Cost factors recognized by the Commission formula are intensity of use, age of facility, and education and general square footage. The formula distributes equal dollar amounts for each square foot of education and general space, excluding dormitories and auxiliary space.

Institutional Support: Expenditures for institutional support are 10.69% of total expenditures. Included in this category are the president's office, business office, personnel office, security, catalogs, and information. Campus security is funded at each institution on a square footage basis and adjusted by a factor which considers whether or not the campus is located in an urban or rural area.

Student Services: Expenditures for student services, including admissions and records, dean of men, dean of women, financial aid, student health, and athletics, are 9.8% of total expenditures. Formula costs are related to FTE and headcount enrollment at each institution.

Research: The research function comprises 1.56% of total expenditures and includes bureaus institutes, and special projects. For universities, funds are allocated based on the institution's historical expenditures for research and the institution's ability to attract sponsored research funds.

Public Service: A formula calculation is used for public service and continuing education administration as a part of the public service function. Each institution receives a \$35,000 base plus 1% of instructional costs for administration of public service. (UTK receives .25% of instructional costs plus the base for the public service allowance.

College Preparatory Programs: College preparatory programs include remedial and developmental instructional activities. These programs continue to be offered by the institutions, but are no longer funded at a special rate per credit hour. Instead they are funded at the same rate as college level courses in the same discipline.

Staff Benefits: Staff benefits requests are analyzed in relation to previous annual expenditures. Fluctuations in health insurance and social security rates are considered in making recommended changes. Included in this category is an amount for longevity pay, an incentive program adopted by the legislature which rewards employees based on years of service.

Student Aid: Requests for student aid are analyzed in relation to previous annual expenditures and federal matching requirements.

Special Allocation: Institutions may request funds for special activities which cannot be adequately addressed through regular allocations.

Desegregation: Institutions may request funds for desegregation purposes which cannot be adequately addressed through other formula components.

Performance Funding: The formula includes a sum to be allocated to institutions depending upon their ability to improve on standards of performance. Up to 5.45% over and beyond what the formula generates if it meets or exceeds a set of qualitative standards are awarded to each institution. The purpose of these funds is to recognize and reward efforts by institutions to evaluate and improve instructional quality.

Equipment Replacement Supplement: Since 1989, funds have been distributed each year within the formula and through special allocations for teaching and research equipment purchases to assist institutions in replacing obsolete equipment. The method used has been based upon each institution's percent of the total value of an equipment inventory which is kept for all institutions. The increase in equipment in areas of instruction makes it necessary to consider enrollment differences among institutions as well as the equipment inventory.

Liability Insurance: Liability insurance premiums for state operations are included in this category and are based on state determined experience ratings by campus.

Inflation: The formula includes inflation factors for non salary expenditures and library acquisitions.

Revised: August 12, 1994
May 11, 2017

Applicable Statute

T.C.A. § 3-14-202, legislative budget analysis
T.C.A. § 8-50-114, tuition and fee waiver as related to budget and funding formula
T.C.A. § 49-7-116, tuition-free courses as related to budgets and funding formula
T.C.A. § 49-7-202, outcomes-based funding formula
T.C.A. § 49-7-1002, state funding requests for public higher education

Revised: August 12, 1994

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Section Title: Financial Policies

Policy Title: Self-Supporting Academic Entities

Policy Number: F5.0

- 5.0.10 **Scope and Purpose.** This policy outlines the authority, scope, and requirements for establishing and maintaining a self-supporting academic entity at a public institution of higher education.
- 5.0.20 **Authority.** As the coordinating body for higher education in Tennessee, the Commission is empowered by statute to develop a comprehensive strategic financial plan; review, approve, and monitor academic programs; promulgate and adopt rules; and develop policies binding upon all state institutions of higher education within the Commission's appropriate statutory authority.
- 5.0.30A **Procedures.** Entities proposed to be self-supporting require academic and financial review and approval from the entity's respective governing board(s) and the Tennessee Higher Education Commission.
- 5.0.30B Governing board and Commission policies concerning review and approval of academic programs, operating budgets, and other matters apply to entities approved as self-supporting.
- 5.0.30C An institution must annually review the status of the self-supporting academic entity in meeting its approved purpose for the first five (5) years of operation and forward the review to the governing board and to the Commission as part of the annual budget process.
- 5.0.30D Institutions proposing the development of self-supporting academic entities should employ appropriate safeguards to ensure that the entity does not impact state support of any existing higher education institution or entity.
- 5.0.30E When proposing the establishment of a self-supporting academic entity, institutions must identify comparable private and public programs and assess the market potential for the proposed entity relative to its competitors.
- 5.0.30F A self-supporting academic entity may have a unique allotment code issued by the State Department of Finance and Administration.
- 5.0.30G An institution's internal auditor will review the self-supporting academic entity as part of the institution's regular audit plan. It is recommended that

the annual State audit report include audits of self-supporting academic entities.

- 5.0.30H Institutions shall develop a formal memorandum of understanding with the governing board(s) and the Commission, stating the relationship of a proposed self-supporting academic entity to the parent institution(s). The memorandum of understanding shall document provisions for compensation to the parent institution for all services it provides to a self-supporting academic entity and specify contingency plans in the event the entity cannot sustain a revenue stream adequate to pay its expenses.
- 5.0.40 **Academic.** Institutions will report enrollments and degrees awarded through a self-supporting academic program. Any outcomes generated through the participation in the self-supporting academic program(s) will not be considered for funding purposes.
- 5.0.50A **Financial.** Entities proposed to be self-supporting must identify the source and amount of funds by source which are planned to meet the entity's expenses.
- 5.0.50B The Commission requires a self-supporting academic entity to generate sufficient tuition and fee and other non-state revenues to fund all direct and indirect costs of the entity, including personnel and overhead costs. Institutions may not use state funds to meet direct or indirect operating costs associated with a self-supporting academic entity.
- 5.0.50C Institutions may not use state funds for capital outlay, capital maintenance, or other physical plant renovations or improvements for a self-supporting academic entity. Capital improvements for a self-supporting academic entity are subject to established policies and procedures of the State Building Commission and the Tennessee State School Bond Authority (TSSBA), as well as any other administrative or regulatory bodies as applicable.
- 5.0.50D Institutions shall follow established processes to set tuition and fee levels and ensure adequacy of non-state revenue to sustain a self-supporting academic entity.
- 5.0.50E The Commission will not include tuition and fee level guidance to the governing board(s) of a self-supporting academic entity. The Commission may recommend that the governing board set tuition and fees at a level sufficient to meet the expenses of this entity when combined with other non-state revenue sources.

- 5.0.50F As part of the annual budget process, institutions will report to the governing board and the Commission all updates to strategies to realize revenue projected in the proposal to establish the self-supporting academic entity.
- 5.0.50G All tuition and fee revenues associated with the self-supporting academic entity shall be retained by the institution(s) and accounted for separate and apart from the unrestricted general fund of the parent institution(s).
- 5.0.50H Institutions will establish a reserve fund for excess revenue specific to a self-supporting academic entity. Excess revenues derived from a self-supporting academic entity may be applied only to that entity.

Approved: July 14, 2005

Revised: May 11, 2017

Applicable Statute

T.C.A. § 49-7-202, strategic financial plan, state appropriations, capital investments

T.C.A. § 49-7-1002, higher education funding requests

T.C.A. § 49-8-203, capital and real estate transactions

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- 5.0.30A **Procedures.** Entities proposed to be self-supporting require academic and financial review and approval from the entity's respective governing board(s) and the Tennessee Higher Education Commission.
- 5.0.30GB Governing board and Commission policies concerning review and approval of academic programs, operating budgets, and other matters apply to entities approved as self-supporting.
- ~~5.0.30DC~~ The ~~An~~ institution ~~will~~ must annually review the status of the self-supporting academic entity in meeting its approved purpose for the first five (5) years of operation and forward the review to the governing board and and THEC to the Commission as part of the annual budget process.
- 5.0.30D Institutions proposing the development of self-supporting academic entities should employ appropriate safeguards to ensure that the entity does not impact state support of any existing higher education institution or entity.
- 5.0.30E When proposing the establishment of a self-supporting academic entity, institutions must identify comparable private and public programs and assess the market potential for the proposed entity relative to its competitors.
- 5.0.30F A self-supporting academic entity may have a unique allotment code issued by the State Department of Finance and Administration.
- 5.0.30G An institution's internal auditor will review the self-supporting academic entity as part of the institution's regular audit plan. It is recommended that the annual State audit report include audits of self-supporting academic entities.

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5.0.30H Institutions shall develop a formal memorandum of understanding with the governing board(s) and the Commission, stating the relationship of a proposed self-supporting academic entity to the parent institution(s). The memorandum of understanding shall document provisions for compensation to the parent institution for all services it provides to a self-supporting academic entity and specify contingency plans in the event the entity cannot sustain a revenue stream adequate to pay its expenses.

5.0.40 ~~Academic. 5.0.20C~~ Institutions will report enrollments and degrees awarded in through a self-supporting academic program; however, Any student credit hours outcomes generated through these enrollments the participation in the self-supporting academic program(s) will not be considered for funding purposes.

5.0.50A ~~Financial.~~ Entities proposed to be self-supporting must identify the source and amount of funds by source which are planned to meet the entity's expenses.

~~5.0.150EB~~ —The governing board and THEC Commission requires a self-supporting academic entity to generate sufficient tuition and fees and other non-state revenues to fund all direct and indirect costs of the entity, including personnel and overhead costs. An institution Institutions will may not use state funds to meet direct or indirect operating costs associated with a self-supporting academic entity.

~~5.0.150FC~~ —An institution Institutions will may not use state funds for capital outlay, capital maintenance, or other physical plant renovations or improvements for a self-supporting academic entity. —Capital improvements for a self-supporting academic entity will be are subject to established policies and procedures of the State Building Commission and the Tennessee State School Bond Authority (TSSBA), as well as any other administrative or regulatory bodies as applicable.

5.0.50D Institutions shall follow established processes to set tuition and fee levels and ensure adequacy of non-state revenue to sustain a self-supporting academic entity.

5.0.50E The Commission will not include tuition and fee level guidance to the governing board(s) of a self-supporting academic entity. The Commission may recommend that the governing board set tuition and fees at a level sufficient to meet the expenses of this entity when combined with other non-state revenue sources.

5.0.50F As part of the annual budget process, institutions will report to the governing board and the Commission all updates to strategies to realize revenue projected in the proposal to establish the self-supporting academic entity.

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5.0.50G All tuition and fee revenues associated with the self-supporting academic entity shall be retained by the institution(s) and accounted for separate and apart from the unrestricted general fund of the parent institution(s).

5.0.50H Institutions will establish a reserve fund for excess revenue specific to a self-supporting academic entity. Excess revenues derived from a self-supporting academic entity may be applied only to that entity.

5.0.10C Governing board and THEC policy for review and approval of academic program operating budgets applies to entities approved as self-supporting. If the characteristics of a self-supporting academic entity justify high program costs, the proposal must state a rationale for these costs.

5.0.10A Governing board and THEC policy for review and approval of academic programs and units applies to entities proposed as self-supporting.

5.0.10B The proposal to establish the self-supporting academic entity must identify the source and amount of funds by source which are planned to meet the entity's expenses.

5.0.10C Governing board and THEC policy for review and approval of academic program operating budgets applies to entities approved as self-supporting. If the characteristics of a self-supporting academic entity justify high program costs, the proposal must state a rationale for these costs.

5.0.10D The institution will annually review the status of the self-supporting academic entity in meeting its approved purpose and forward the review to the governing board and THEC as part of the annual budget process.

5.0.10E The governing board and THEC require a self-supporting academic entity to generate sufficient tuition and fees and non-state revenue to fund all direct and indirect costs of the entity, including personnel and overhead costs. An institution will not use state funds to meet direct or indirect operating costs associated with a self-supporting academic entity.

5.0.10F An institution will not use state funds for capital outlay, capital maintenance, or other physical plant renovations or improvements for a self-supporting academic entity. Capital improvements for a self-supporting academic entity will be subject to established policies and procedures of the State Building Commission and the Tennessee State School Bond Authority.

Safeguards to ensure that a self-supporting academic entity does not impact the state support of any existing higher education institution or entity

5.0.20A In its proposal to establish a self-supporting academic entity the institution will identify comparable private and public programs and assess the market potential for the proposed entity relative to its competitors.

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~~5.0.20B — The institution shall develop a formal memorandum of understanding with its governing board and THEC stating the relationship of a proposed self-supporting academic entity to the host institution. The memorandum of understanding will document provisions for compensation to the host institution for all services it provides to a self-supporting academic entity and specify contingency plans in the event the entity cannot sustain a revenue stream adequate to pay its expenses.~~

~~5.0.20C — Institutions will report enrollments in a self-supporting academic program; however, student credit hours generated through these enrollments will not be considered for funding purposes.~~

~~5.0.20D — A self-supporting academic entity will have a unique allotment code issued by the State Department of Finance and Administration.~~

~~5.0.20E — An institution's internal auditor will review the self-supporting academic entity as part of the institution's regular audit plan.~~

~~5.0.20F — It will be recommended that the annual State audit report include audits of self-supporting academic entities.~~

~~5.0.30 Processes to set tuition and fee levels and ensure adequacy of non-state revenue to sustain a self-supporting academic entity~~

~~5.0.30A — The THEC shall not include in its annual tuition recommendations to the governing boards a specific tuition level for a self-supporting academic entity. Instead, THEC shall recommend that the governing board set tuition and fees at a level sufficient to meet the expenses of this entity when combined with other non-state revenue sources specific to it.~~

~~5.0.30B — As part of the annual budget process, the institution will report to the governing board and THEC all updates to strategies to realize revenue projected in the proposal to establish the self-supporting academic entity.~~

~~5.0.30C — All student tuition and fee revenue associated with the self-supporting academic entity shall be retained by the institution and accounted for separate and apart from the host institution's unrestricted general fund.~~

~~5.0.30D — The institution will establish a reserve fund for excess revenue specific to a self-supporting academic entity. Excess revenue derived from a self-supporting academic entity may be applied only to that entity.~~

Approved: July 14, 2005

Revised: May 11, 2017

Applicable Statute

T.C.A. § 49-7-202, strategic financial plan, state appropriations, capital investments

T.C.A. § 49-7-1002, higher education funding requests

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DATE: May 11, 2017

SUBJECT: New Commission Policy- Public Records Policy

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION:

Pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act (“TPRA”) (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017. The policy adopted shall not impose requirements on those requesting records that are more burdensome than state law and shall include:

- The process for requesting access to public records and any required form(s);
- The process for responding to requests, including redaction practices;
- A statement of any fees charged for copies of public records and the procedures for billing and payment; and
- The name or title and contact information of the individual or individuals designated as the Public Records Request Coordinator(s).

Pursuant to Tenn. Code Ann. § 8-4-604(a)(1)(4), the Office of Open Records Counsel (“OORC”) is required to establish best practices guidelines and a model public records policy for use by agency records custodians in compliance with Tenn. Code Ann. § 10-7-503. The proposed THEC Public Records Policy was developed in accordance with the OORC’s model policy and is consistent with the OORC’s published guidelines and best practices. As such, it fulfills THEC’s duties under the TPRA.

The proposed policy is attached for review, discussion, and action at the May 11, 2017 meeting. Once approved, the policy will be distributed to each THEC employee and published in THEC’s Policy Manual. This policy clearly states the expectations of each employee involved in the fulfillment of public records requests on behalf of the Commission.

PUBLIC RECORDS POLICY FOR THE TENNESSEE HIGHER EDUCATION COMMISSION

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the Tennessee Higher Education Commission ("THEC") is hereby adopted by THEC to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county, and municipal records shall at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of THEC are presumed to be open for inspection unless otherwise provided by law.

Employees of THEC shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this policy shall be used to hinder access to available public records. Concerns about this policy should be addressed to the Public Records Request Coordinator for THEC or to the Tennessee Office of Open Records Counsel ("OORC"). This policy was developed in accordance with the Model Public Records Policy established by the OORC. THEC employees shall adhere to this policy and to the policies and guidelines established by the OORC.

This policy shall be applied consistently throughout the various offices, departments, and/or divisions of THEC, shall be reviewed no less than every two years, and may be revised by THEC to remain in compliance with law or state policy.

This policy is available for inspection and duplication in the office of the THEC General Counsel and is available online at: <https://www.tn.gov/thec/topic/about-thec-and-tsac>.

I. Definitions:

- A. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.

- B. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).
- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this policy with the responsibility of ensuring public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. THEC shall not require requests for inspection to be made in writing. The PRRC may request a mailing or email address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made:
 - 1. orally at 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243,
 - 2. by phone at 615-741-3605,
 - 3. in writing using the Public Records Request form (Attachment A), or
 - 4. by email at THEC.TSAC.PublicRecords@tn.gov
- D. Requests for copies, or requests for inspection and copies, shall be made in writing using the Public Records Request form, submitted:
 - 1. in person at 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243,
 - 2. in writing using the Public Records Request form, or
 - 3. by email at THEC.TSAC.PublicRecords@tn.gov

- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) is required as a condition to inspect or receive copies of public records.
- F. Public notices, archived videos of THEC meetings, meeting documents, and other frequently requested records and publications are posted and readily available online at www.tn.gov/thec/.

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests, consult with the appropriate records custodian as needed, and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If THEC is the custodian of the records.
2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate grounds such as one of the following:

- i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - ii. The request lacks specificity. The PRRC shall offer to assist in clarification.
 - iii. An exemption makes the record not subject to disclosure under the TPRA. The PRRC shall provide the exemption in written denial.
 - iv. THEC is not the custodian of the requested records.
 - v. The records do not exist.
- c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Immediately upon acknowledgement of receipt of request, forward the records request to the records custodian.
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.

3. The designated PRRC is:

- a. Name or title: THEC Deputy General Counsel
- b. Contact information: 404 James Robertson Parkway
Parkway Towers, Suite 1900
Nashville, TN 37243
615-741-3605
THEC.TSAC.PublicRecords@tn.gov

B. Records Custodian

- 1. Upon receiving a public records request, a records custodian shall coordinate with the PRRC to promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records

custodian is uncertain that an applicable exemption applies, the custodian shall consult with the PRRC, counsel, or the OORC.

2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then the PRRC, or records custodian as designee, shall, within seven (7) business days from the receipt of the request, send the requestor a completed Public Records Request Response form (Attachment B).
3. If a public record request is denied, the PRRC, or records custodian as designee, shall deny the request in writing as provided in Section III.A.2.b using the Public Records Request Response form.
4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the PRRC, or records custodian as designee, shall use the Public Records Request Response form to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the PRRC, or records custodian as designee, should contact the requestor to see if the request can be narrowed.
5. If the PRRC or records custodian discovers records responsive to a records request were omitted, the PRRC, or records custodian as designee, will contact the requestor concerning the omission and produce the records as quickly as practicable.
6. The records custodian shall provide the requested records to the PRRC once compiled. The PRRC will coordinate delivery of the records to the requestor. Any redaction or segmentation of records must be authorized by the PRRC or General Counsel's office. Throughout the process of fulfilling any public records request, the records custodian shall fully inform the PRRC of any issues or difficulty that may arise during the process. All communication with the requestor regarding the request shall be initiated by or with the explicit approval of the PRRC.

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian shall coordinate with the PRRC, THEC General Counsel, or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC or with the Office of Attorney General and Reporter.
2. Whenever a redacted record is provided, the PRRC, or records custodian as designee, should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records.
- B. The location for inspection of records within the offices of THEC should be determined by either the PRRC or the records custodian.
- C. Public records may be inspected during regular business hours. Under reasonable circumstances, the PRRC or a records custodian may require an appointment for inspection or may require inspection of records at an alternate location.

V. Copies of Records

- A. The PRRC or records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the PRRC or records custodian.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service. Electronic delivery via email or electronic storage device is also permitted as appropriate.

- D. A requestor will not be allowed to make copies of original records with personal equipment.

VI. Fees, Charges, and Procedures for Billing and Payment

- A. THEC employees shall not use fees and charges for copies of public records to hinder citizen access to public records. The fees, charges, and procedures for billing and payment established by this policy were developed in accordance with the provisions of the Model Public Records Policy and Schedule of Reasonable Charges established by the OORC and are therefore presumed reasonable under the "safe harbor" provision of Tenn. Code Ann. § 8-4-604(a)(3).
- B. The PRRC or records custodian shall provide requestors with an itemized estimate of charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- C. When fees for copies and labor do not exceed twenty dollars (\$20.00), the fees may be waived.
- D. Fees and charges for copies are as follows:
 - 1. \$0.15 per page for letter- and legal-size black and white copies.
 - 2. \$0.50 per page for letter- and legal-size color copies.
 - 3. Labor when time exceeds one (1) hour.
 - 4. Exceptions to the standard fees and charges above may include, but are not limited to, video, audio, electronic files, over-sized print formats, or other non-standard media. These fees and charges will be determined on a case-by-case basis dependent on the cost to duplicate, redact, and otherwise produce the requested records. These fees and charges shall be provided to the requestor in the itemized estimate.
 - 5. If an outside vendor is used to duplicate records, the actual costs assessed by the vendor will be added to any other applicable charges incurred by THEC.

E. Payment is to be made by personal check or money order, payable to the Tennessee Higher Education Commission, presented to the records custodian or the PRRC.

F. Payment in advance will be required.

G. Aggregation of Frequent and Multiple Requests

1. THEC will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received by THEC within a calendar month (either from a single individual or a group of individuals deemed working in concert).

2. If aggregating:

a. The level at which records requests will be aggregated is the agency-level, encompassing all divisions of THEC.

b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.

c. Routinely released and readily accessible records excluded from aggregation include, but are not limited to any record regularly maintained by THEC in electronic format, not requiring redaction or other modification, delivered to the requestor via electronic means.

PUBLIC RECORDS REQUEST

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Public Records Request Coordinator (PRRC)
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
615-741-3605
THEC.TSAC.PublicRecords@tn.gov

From: Requestor's Name & Contact Information: (include address for any required written response)

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

Request: ☐ Inspection (The TPRA does not permit fees or require a written request for inspection only.)
☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$_____? If so, initial here: _____.

Delivery preference: ☐ On-Site Pick-Up ☐ USPS First-Class Mail
☐ Electronic ☐ Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor & Date Submitted

Signature of PRRC & Date Received

PUBLIC RECORD REQUEST RESPONSE
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243

[Date]

[Requestor's Name and Contact Information]:

In response to your records request received on [Date Request Received], our office is taking the action(s)¹ indicated below:

- ☐ The public record(s) responsive to your request will be made available for inspection:

Location: _____

Date & Time: _____

- ☐ Copies of public record(s) responsive to your request are:

☐ Attached;

☐ Available for pickup at the following location: _____; or

☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: _____.

- ☐ Your request is denied on the following grounds:

☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.

☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

☐ You are not a Tennessee citizen.

☐ You have not paid the estimated copying/production fees.

☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:

_____.

- ☐ It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

☐ It has not yet been determined that records responsive to your request exist; or

☐ The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: _____.

If you have any additional questions regarding your record request, please contact [Records Custodian or Public Records Request Coordinator].

Sincerely,

[Records Custodian or Public Record Request Coordinator]

[Name, Title, and Contact Information]

¹ If all requested records do not have the same response, so indicate.

DATE: May 11, 2017**SUBJECT:** Tuition and Fee Ranges **(REVISED)****ACTION RECOMMENDED:** Approval

BACKGROUND INFORMATION

Since 2010, the Complete College Tennessee Act has required the Commission to make student fee and state appropriation recommendations concurrently. Numerous factors impacted the tuition recommendation, including affordability and financial aid, the income profile of students attending Tennessee public institutions, and institutional revenues and cost inflation. The FOCUS Act expanded THEC's authority on student fee levels, requiring that the Commission issue binding tuition ranges each year. These ranges apply only to resident, undergraduate students on the tuition (maintenance fee) rate, as well as the total maintenance and mandatory fee charge.

TENNESSEE'S TUITION AND FEE PROFILE

Average full-time, annual tuition and mandatory fees for 2016-17 is **\$8,987** at public universities, \$4,224 at community colleges, and \$3,647 at the Tennessee Colleges of Applied Technology (TCATs). Tennessee's public higher education tuition and fee levels are considered average compared to peers across the states in the Southern Regional Education Board. Over the last five years, tuition and mandatory fees have increased an average of four to five percent across the sectors, while state appropriations have increased an average of nearly four percent per year.

Tennessee's financial aid resources are among the highest in the U.S., according to data provided by the National Association of State Student Grant Aid Programs (NASSGAP). Tennessee had the fifth largest financial aid program in the nation and the fourth largest per capita. Funding for the lottery scholarship and the Tennessee Student Assistance Award comprise the majority of financial aid. In part due to these funding levels, Tennessee college graduates had the 14th lowest debt level in the nation, according to data published by the Institute for College Access & Success. It should be noted, however, that no data are available for debt among students who do

not graduate. With the introduction of Tennessee Promise in the fall of 2015, Tennessee saw a reduction in the number of student loan originations, suggesting that the relative debt level of Tennessee students to our state peers may continue to decrease in the coming years.

RECOMMENDATION

At the November 2016 Commission meeting, the Commission approved a tuition and fee guidance range of zero to four percent, incorporating a budget increase request of \$48 million in new state funds.

Taking into account the Governor's budget recommendation for formula units of \$55.1 million (inclusive of increases for outcomes productivity and a partially-funded three percent salary pool), THEC staff maintain the initial recommendation of a tuition binding range of zero to four percent at universities, community colleges, and TCATs and a combined total tuition and mandatory fees binding range of zero to four percent at universities, community colleges, and TCATs. Scenarios for minimum and maximum tuition and mandatory fee increases for 2017-18 are presented and summarized in Attachment I for each university and community college, as well as the TCAT system.

Attachment II details the comparison of 2016-17 tuition and mandatory fee rates with the maximum allowed increase (i.e., four percent) for each university and community college, as well as the TCAT system. Currently, the average full-time, annual tuition and mandatory fees for 2016-17 is **\$8,987** at public universities, \$4,224 at community colleges, and \$3,647 at TCATs. If each of these institutions increased maintenance and mandatory fees by four percent (the maximum allowed), the average full-time, annual tuition and mandatory fees for 2017-18 would be **\$9,347** at public universities, \$4,393 at community colleges, and \$3,793 at TCATs—increases of **\$359**, \$169, and \$146, respectively.

Note: Revisions to this coversheet and attachments are due to a change in reporting of Middle Tennessee State University's Student Government Association (SGA) fee and a re-weighting of the university average for institutions with differentiated tuition levels.

2017-18 Binding Tuition Ranges (REVISED)

Maximum Increase of Maintenance (Tuition) and Maintenance + Mandatory Fees: 4.00%

	2017-18 Binding Ranges			
	Maintenance Fee		Maintenance + Mandatory Fees	
	Minimum	Maximum	Minimum	Maximum
Austin Peay	\$0 or Less	\$ 261	\$0 or Less	\$ 320
East Tennessee ¹	\$0 or Less	\$ 280	\$0 or Less	\$ 347
Middle Tennessee	\$0 or Less	\$ 277	\$0 or Less	\$ 344
Tennessee State	\$0 or Less	\$ 261	\$0 or Less	\$ 303
Tennessee Tech	\$0 or Less	\$ 295	\$0 or Less	\$ 342
University of Memphis	\$0 or Less	\$ 314	\$0 or Less	\$ 380
Chattanooga	\$0 or Less	\$ 157	\$0 or Less	\$ 170
Cleveland	\$0 or Less	\$ 157	\$0 or Less	\$ 169
Columbia	\$0 or Less	\$ 157	\$0 or Less	\$ 168
Dyersburg	\$0 or Less	\$ 157	\$0 or Less	\$ 169
Jackson	\$0 or Less	\$ 157	\$0 or Less	\$ 169
Motlow	\$0 or Less	\$ 157	\$0 or Less	\$ 169
Nashville	\$0 or Less	\$ 157	\$0 or Less	\$ 166
Northeast	\$0 or Less	\$ 157	\$0 or Less	\$ 170
Pellissippi	\$0 or Less	\$ 157	\$0 or Less	\$ 170
Roane	\$0 or Less	\$ 157	\$0 or Less	\$ 169
Southwest	\$0 or Less	\$ 157	\$0 or Less	\$ 169
Volunteer	\$0 or Less	\$ 157	\$0 or Less	\$ 169
Walters	\$0 or Less	\$ 157	\$0 or Less	\$ 169
UT Chattanooga	\$0 or Less	\$ 271	\$0 or Less	\$ 342
UT Knoxville (admitted before 2013-14) ²	\$0 or Less	\$ 369	\$0 or Less	\$ 442
UT Knoxville (admitted in 2013-14)	\$0 or Less	\$ 428	\$0 or Less	\$ 500
UT Knoxville (admitted after 2013-14)	\$0 or Less	\$ 437	\$0 or Less	\$ 509
UT Martin (Full-Time w/ 60+ SCH & All Part-time) ³	\$0 or Less	\$ 283	\$0 or Less	\$ 339
UT Martin (Full-Time w/ fewer than 60 SCH)	\$0 or Less	\$ 307	\$0 or Less	\$ 364
TN Colleges of Applied Tech	\$0 or Less	\$ 137	\$0 or Less	\$ 146
University Avg⁴	\$0 or Less	\$ 299	\$0 or Less	\$ 359
Community College Avg	\$0 or Less	\$ 157	\$0 or Less	\$ 169

1 - In 2016-17, Freshmen, Sophomores and Juniors paid an additional debt service fee of \$240 and an additional Student Activity fee of \$50 in FY17 for the DP Culp Center renovation. As these classes progress, the additional fees will remain part of the mandatory fees. Therefore, the 2017-18 tuition and fee ranges reported in this line will apply to 2017-18 Freshmen, Sophomores, Juniors and Seniors.

2 - The 2016-17 tuition rate for students admitted in Fall 2013 or later at UT Knoxville were flat rates for 15 semester credit hours, regardless of the number of credit hours taken by the student. This policy was approved in 2012 by the UT Board for introduction in Fall 2013. Therefore, the tuition and fee ranges will differentiate based on when students enrolled at UT Knoxville.

3 - The 2016-17 tuition rate for full-time students who have completed fewer than 60 credit hours was a flat rate for 15 hours a semester regardless of how many hours the student is enrolled in. Full-time students with more than 60 credit hours and all part-time students are charged on a per credit basis up to 12 credit hours, and are not charged additional fees above that. Therefore, the tuition and fee ranges differentiate based on enrollment status of UT Martin students.

4 - This average incorporates a weighted tuition for UT Knoxville and UT Martin students to reflect both institutions' differentiated tuition levels.

2017-18 Binding Tuition Ranges (REVISED)
2017-18 Maintenance and Mandatory Fee Increase Scenario and Comparison - 4.00% Limit

	2016-17			2017-18			Combined Increase	Combined % Increase
	Maintenance Fee	Mandatory Fee	Maintenance + Mandatory	Maintenance Fee	Mandatory Fee	Combined		
Austin Peay	\$ 6,522	\$ 1,473	\$ 7,995	\$ 6,783	\$ 1,532	\$ 8,315	\$ 320	4.00%
East Tennessee ¹	\$ 7,002	\$ 1,669	\$ 8,671	\$ 7,282	\$ 1,736	\$ 9,018	\$ 347	4.00%
Middle Tennessee	\$ 6,930	\$ 1,680	\$ 8,610	\$ 7,207	\$ 1,747	\$ 8,954	\$ 344	4.00%
Tennessee State	\$ 6,528	\$ 1,039	\$ 7,567	\$ 6,789	\$ 1,081	\$ 7,870	\$ 303	4.00%
Tennessee Tech	\$ 7,380	\$ 1,171	\$ 8,551	\$ 7,675	\$ 1,218	\$ 8,893	\$ 342	4.00%
University of Memphis	\$ 7,860	\$ 1,637	\$ 9,497	\$ 8,174	\$ 1,702	\$ 9,877	\$ 380	4.00%
Chattanooga	\$ 3,930	\$ 319	\$ 4,249	\$ 4,087	\$ 332	\$ 4,419	\$ 170	4.00%
Cleveland	\$ 3,930	\$ 299	\$ 4,229	\$ 4,087	\$ 311	\$ 4,398	\$ 169	4.00%
Columbia	\$ 3,930	\$ 271	\$ 4,201	\$ 4,087	\$ 282	\$ 4,369	\$ 168	4.00%
Dyersburg	\$ 3,930	\$ 299	\$ 4,229	\$ 4,087	\$ 311	\$ 4,398	\$ 169	4.00%
Jackson	\$ 3,930	\$ 285	\$ 4,215	\$ 4,087	\$ 296	\$ 4,384	\$ 169	4.00%
Motlow	\$ 3,930	\$ 307	\$ 4,237	\$ 4,087	\$ 319	\$ 4,406	\$ 169	4.00%
Nashville	\$ 3,930	\$ 225	\$ 4,155	\$ 4,087	\$ 234	\$ 4,321	\$ 166	4.00%
Northeast	\$ 3,930	\$ 311	\$ 4,241	\$ 4,087	\$ 323	\$ 4,411	\$ 170	4.00%
Pellissippi	\$ 3,930	\$ 323	\$ 4,253	\$ 4,087	\$ 336	\$ 4,423	\$ 170	4.00%
Roane	\$ 3,930	\$ 303	\$ 4,233	\$ 4,087	\$ 315	\$ 4,402	\$ 169	4.00%
Southwest	\$ 3,930	\$ 305	\$ 4,235	\$ 4,087	\$ 317	\$ 4,404	\$ 169	4.00%
Volunteer	\$ 3,930	\$ 293	\$ 4,223	\$ 4,087	\$ 305	\$ 4,392	\$ 169	4.00%
Walters	\$ 3,930	\$ 288	\$ 4,218	\$ 4,087	\$ 300	\$ 4,387	\$ 169	4.00%
UT Chattanooga	\$ 6,768	\$ 1,776	\$ 8,544	\$ 7,039	\$ 1,847	\$ 8,886	\$ 342	4.00%
UT Knoxville (admitted before 2013-14) ²	\$ 9,228	\$ 1,810	\$ 11,038	\$ 9,597	\$ 1,882	\$ 11,480	\$ 442	4.00%
UT Knoxville (admitted in 2013-14)	\$ 10,688	\$ 1,810	\$ 12,498	\$ 11,116	\$ 1,882	\$ 12,998	\$ 500	4.00%
UT Knoxville (admitted after 2013-14)	\$ 10,914	\$ 1,810	\$ 12,724	\$ 11,351	\$ 1,882	\$ 13,233	\$ 509	4.00%
UT Martin (Full-Time w/ 60+ SCH & All Part-time) ³	\$ 7,070	\$ 1,408	\$ 8,478	\$ 7,353	\$ 1,464	\$ 8,817	\$ 339	4.00%
UT Martin (Full-Time w/ fewer than 60 SCH)	\$ 7,680	\$ 1,408	\$ 9,088	\$ 7,987	\$ 1,464	\$ 9,452	\$ 364	4.00%
TN Colleges of Applied Tech	\$ 3,417	\$ 230	\$ 3,647	\$ 3,554	\$ 239	\$ 3,793	\$ 146	4.00%
University Avg⁴	\$ 7,469	\$ 1,518	\$ 8,987	\$ 7,768	\$ 1,579	\$ 9,347	\$ 359	4.00%
Community College Avg	\$ 3,930	\$ 294	\$ 4,224	\$ 4,087	\$ 306	\$ 4,393	\$ 169	4.00%

1 - In 2016-17, Freshmen, Sophomores and Juniors paid an additional debt service fee of \$240 and an additional Student Activity fee of \$50 in FY17 for the DP Culp Center renovation. As these classes progress, the additional fees will remain part of the mandatory fees. Therefore, the 2017-18 tuition and fee ranges reported in this line will apply to 2017-18 Freshmen, Sophomores, Juniors and Seniors.

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4 - This average incorporates a weighted tuition for UT Knoxville and UT Martin students to reflect both institutions' differentiated tuition levels.

DATE: May 11, 2017**SUBJECT:** Institutional Mission Profiles**ACTION RECOMMENDED:** Approval

PROGRAM DESCRIPTION

Initially, the Complete College Tennessee Act of 2010 (CCTA) required that the Tennessee Higher Education Commission approve institutional mission statements. The CCTA directed that an institutional mission profile must “characterize distinctiveness in degree offerings by level and focus and student characteristics, including, but not limited to, nontraditional students and part-time students; and address institutional accountability for the quality of instruction, student learning, and, when applicable, research and public service to benefit Tennessee students.” In November 2010, THEC approved a unique institutional mission profile for each university and community college. These mission profiles are utilized to minimize redundancy in degree offerings, instructional locations and competitive research. The profiles also are used in the outcomes-based funding formula. Through outcomes-based formula weighting factors derived from the mission differences, institutions are funded based on their mission-defined production of graduates, their breadth of undergraduate and graduate programs, and their research capacity.

The FOCUS (Focus on College and University Success) Act emphasized the importance of institutional mission profiles and further directed the annual submission of profiles by each university and community college. In meeting the FOCUS requirements, THEC requested that each institution submit their respective mission profile. Since the 2010 approval of these mission profiles, the major changes to the profiles are reflected in the institution’s Basic Carnegie Classification. For over four decades, the Carnegie Classification system has been the major national framework for describing how institutions are alike and different.

Mission profiles for each university and all community colleges are hereby presented for Commission approval. Each year, institutions will review their institutional mission profiles based on associated student data provided by THEC staff. Institutions will submit profiles to their respective governing boards for review and approval. It should be noted that institutional mission profiles do not supplant institutional mission statements used for institutional accreditation and other public disclosure. The comprehensive mission statements are in accord with the institutional mission profiles.

Austin Peay State University is a moderately selective institution in Clarksville, northwest of Nashville. Having reached enrollment of over 10,000 undergraduate students in 2009 Austin Peay continues to be one of the fastest-growing public universities in the State of Tennessee. With a Carnegie Classification of a Master's Large institution, Austin Peay also has the fastest-growing undergraduate student population in the state. Austin Peay combines a solid foundation in the liberal arts with strong professional programs. The university emphasizes disciplines in the arts, but also emphasizes professional disciplines in business, education, health sciences, and STEM fields. It predominantly serves undergraduate students throughout Middle Tennessee and provides additional programming and services focusing on adult, first generation, low socio-economic, military, minority, and high-performing students.

East Tennessee State University is a traditionally selective institution located in Johnson City. Undergraduate students represent approximately 78 percent of headcount enrollment; students in graduate and professional programs constitute the remaining 22 percent, a result of programmatic growth and responsiveness to community and workforce needs. The university educates significant numbers of low-income students, adult students, and students pursuing degrees in the basic and clinical health sciences. ETSU awards degrees in over one hundred baccalaureate, masters and doctoral programs, including distinctive interdisciplinary programs. An emphasis on the clinical and health sciences, with respect to doctoral and professional programs, is a distinctive feature of the university. ETSU's enrollment profile displays a clear focus on Tennessee and Southern Appalachia. The university is especially committed to serving rural populations throughout the region and around the world; it does this through a commitment to teaching, research, and service that supports the needs of Tennessee and Southern Appalachia first then sharing that knowledge to improve outcomes in similar communities around the world. As a doctoral institution, ETSU has an undergraduate Carnegie Undergraduate Program classification of "Professions plus arts & sciences, high graduate coexistence" and a Graduate Program classification of "Research Doctoral: Professional – dominant."

Middle Tennessee State University is a moderately selective, comprehensive institution located in the geographic center of the State. The University embraces its role as the destination of choice for Tennessee undergraduates while expanding its reach nationally and internationally through innovative and distinctive undergraduate programs and select master's and doctoral programs. MTSU attracts a diverse, largely full-time undergraduate student population with a broad range of academic preparedness. The University is committed to helping students recognize their academic promise and achieve academic success, and it annually confers more than 4,500 bachelor's degrees. Undergraduates are prepared for professional practice in education, business, media and entertainment, and nursing, and the University Honors College and various degree programs prepare students for graduate education in the finest research universities around the world. MTSU's signature experiential learning and MT Engage programs deliver a value-added undergraduate education grounded in integrated learning experiences such as undergraduate research, service learning, and civic engagement. MTSU's notable graduate offerings primarily target education, business, and the applied and behavioral sciences with research focused in aviation, public history, STEM, and many other areas. MTSU has the Carnegie Classification of Doctoral Moderate Research; and, it holds the elective Community Engagement classification with its outreach and partnership activities centered on meeting the needs of the middle Tennessee region.

Tennessee State University, the only land-grant institution in Middle Tennessee, has—in addition to its teaching mission—a unique state-wide mission of research and service. As the only state-supported Carnegie Doctoral/Research institution located in the state capital, a federal gateway to America’s South and a major hub for health care, music, finance, publishing, and transportation, Tennessee State University offers unparalleled research and service opportunities in these areas for students, scholars, and business partners from around the globe. Our research Centers of Excellence have earned international recognition for their ground-breaking work in educational policy and planetary discoveries. An historically black university (HBCU) with a student body (80% undergraduate, 20% graduate) representing the rich cultural diversity of a vibrant society, Tennessee State remains committed to the democratic principle of accepting all qualified applicants. The University is dedicated to serving the needs of its extended communities and to preparing graduates for meaningful careers as productive citizens. Tennessee State emphasizes undergraduate and graduate degrees in health professions, education, business, engineering, agricultural sciences, and associated STEM (Science, Technology, Engineering, Mathematics) disciplines and is especially committed to increasing representation and measures of success in these areas.

Tennessee Technological University was founded as the state's comprehensive technological university and continues to emphasize technology in all areas. Although best known for high quality instruction and research in Engineering and the STEM disciplines, TTU provides strong programs in each of its eight colleges and schools—Agricultural and Human Ecology, Arts and Sciences, Business, Education, Engineering, Interdisciplinary Studies, Nursing, and Graduate Studies. Degrees are offered in 41 baccalaureate, 19 masters and 3 specialist programs; 4 doctoral areas of study include Engineering, Environmental Science, Exceptional Learning, and Nursing. TTU's commitment to public service and economic development in the Upper Cumberland region is especially visible in its nursing, agriculture, teacher education, and environmental studies programs. The University's Carnegie classification is "Doctoral University: Moderate Research." With a significant percentage of residential students, TTU currently has a six-year graduation rate of 51%.

The University of Memphis is a comprehensive metropolitan research university classified by the Carnegie Foundation as Doctoral: Higher Research, but with the goal of reaching Carnegie Very High Research status. The UofM offers 137 academic degree programs including 22 doctoral programs. Our innovative faculty have developed 18 nationally ranked graduate programs including Audiology, Rehabilitation Counseling, Speech-Language Pathology, Health Care Management, Clinical Psychology, Earth Sciences, Public Affairs, Social Work, Mathematics, English, History, Engineering, Law, Fine Arts, Psychology, the Part-Time MBA, Biological Sciences and the Master's in Nursing. The UofM is home to Federal research centers in cybersecurity and transportation as well as the National Institutes of Health Center of Excellence in Mobile Health, an 11-university collaboration dedicated to applying computer science, engineering and big data to improve human health. Our metropolitan setting has enabled us to build a nationally ranked internship program. Undergraduate and graduate students are placed throughout the community in business and industry including healthcare, transportation and logistics, music and entertainment, medical devices, banking and the arts. Student success, research innovation, knowledge creation and community engagement are core values of the University of Memphis.

University of Tennessee - Chattanooga

Institutional Mission Profile



The University of Tennessee at Chattanooga is a comprehensive, metropolitan university, offering bachelor's, master's, specialist, and selected doctoral degrees and certificates through the Colleges of Arts and Sciences; Business; Engineering and Computer Science; and Health, Education, and Applied Professional Studies as well as the Graduate School. Founded in 1886, the private campus joined The University of Tennessee system of public higher education in 1969 and emphasizes strong professional programs essential to the economic vitality of the region with a grounding in the liberal arts. UT Chattanooga is classified as a Carnegie "Master's Large" campus, and in 2008 earned the elective Carnegie classification as a "Community Engagement" campus for both curricular engagement and outreach and partnerships. While pursuing its mission as an engaged metropolitan university, UTC enjoys a strong relationship with the Chattanooga regional community, allowing for numerous cooperative education, internship, volunteer, clinical, and other experiential learning opportunities as well as applied research and partnership efforts. The University of Chattanooga Foundation works to ensure the university's heritage of excellence through support of academic initiatives such as the outstanding Honors program.

The primary mission of the University of Tennessee, Knoxville, is to move forward the frontiers of human knowledge and enrich and elevate the citizens of the state, the nation, and the world. As Tennessee's land-grant and preeminent public research university, UT embodies the spirit of excellence in research, teaching, and engagement attained by the nation's finest public research institutions. UT is the only public institution in the state that enjoys the Carnegie Classification of RI Doctoral University, Highest Research Activity. Most undergraduates are full-time, and admission is selective with a fairly low transfer-in rate. Admission to graduate programs is also competitive. Graduate offerings range from professional and master's to doctoral programs focused both on research and on practice. Nationally ranked programs in supply chain management and logistics, printmaking, social work, law, nursing, and nuclear engineering as well as partnerships with Oak Ridge National Laboratories are among the distinguishing characteristics of graduate study at UT. Undergraduate programs in business and engineering are also nationally ranked.

The primary purpose of The University of Tennessee at Martin is to provide a quality undergraduate education in a traditional collegiate atmosphere characterized at all levels by close collaboration among students, faculty, and staff. In addition, the university is dedicated to meeting life-long educational needs by providing graduate programs, distance-learning opportunities and other creative endeavors. Furthermore, the university is committed to advancing the regional and global community through scholarly activities, research and public service. Located in Northwest Tennessee on a largely residential campus, the university predominantly serves undergraduate students (94 percent of total enrollment). UT Martin is a selective institution that provides outreach programs and special services for sub-populations including first-generation, adult, and transfer students. The most recent six-year graduation rate was 50.2 percent. UT Martin's Carnegie Classification is Masters Medium, with select graduate offerings in Education, Business, Family and Consumer Sciences, and Agriculture and Natural Resources. The campus is committed to encouraging community engagement and leadership enhancement and has received national recognition for its commitment to volunteering, service learning, and civic engagement.

The University of Tennessee Health Science Center (UTHSC) brings the benefits of the health sciences to the achievement and maintenance of human health, with a focus on the citizens of Tennessee and the region, by pursuing an integrated program of education, research, clinical care, and public service. With the home campus in Memphis and major sites in Knoxville, Chattanooga and Nashville, UTHSC's six colleges – Dentistry, Graduate Health Sciences, Health Professions, Medicine, Nursing, and Pharmacy – offer 35 degree programs and graduate more than 900 new health care professionals and researchers each year. UTHSC is the leading public institution in Tennessee for research on the causes, treatment, and prevention of diseases. Clinical care is provided by UTHSC clinical practice groups, including University Clinical Health, UT Le Bonheur Pediatric Specialists, UT Methodist Physicians, UT Regional One Physicians, and University Dental Practice.

Chattanooga State Community College

Institutional Mission Profile



Chattanooga State Community College is a comprehensive community college in the Tennessee Board of Regents System offering associate of arts, associate of science, and associate of applied science degrees. The college is distinguished by its diverse service area population; its high market penetration (Fall enrollment of over 12,000 students in a service area of under 350,000); breadth of curriculum; and impact on the business-industrial-professional community of southeast Tennessee. The college boasts the largest engineering technology, health science, and industrial technology divisions in the state system as well as the strongest corporate training activity in the region.

Cleveland State Community College

Institutional Mission Profile



Cleveland State Community College is an open door, comprehensive community college located in southeast Tennessee which offers programs leading to certificates and two-year degrees (Associate of Arts, Associate of Science, and Associate of Applied Science). In addition to its credit programs, the College provides non-credit courses and specialized training for area business and industry. As a small commuter college serving a predominately rural service area, ground courses are offered on its main campus in Cleveland, and its instructional sites in Athens and Madisonville. Extensive course offerings are also available through dual enrollment and online programs. The college provides an array of services to facilitate student access, engagement, and success, and has played a prominent leadership role in a nationally recognized mathematics redesign initiative that has become the model for colleges nationwide. Cleveland State strives to implement innovative learning strategies which focus on flexible learning opportunities and a variety of service learning projects which foster community involvement and real-world engagement.

Columbia State Community College

Institutional Mission Profile



Columbia State Community College is a multi-campus institution serving nine counties in Southern Middle Tennessee by providing transfer and technical associate degree programs, one-year career entry certificate programs, as well as activities, events and training that contribute to economic development and quality of life in the region. Dedicated to student success, the college is committed to student engagement and support and provides students with programs and activities of interest, student clubs and organizations, tutoring and counseling services. Emphasis on support services for first generation students, adult students, low income students, and less than college ready students is a priority. Highlighting the critical importance of improving student success in America's community colleges, the Aspen Institute College Excellence Program recently named Columbia State Community College as one of the nation's top 150 community colleges. High quality programs are a hallmark of Columbia State.

Dyersburg State Community College

Institutional Mission Profile



Dyersburg State Community College (DSCC) is a learner-centered institution which serves seven rural counties with below average levels of educational attainment and per capita income. DSCC offers associate degree and certificate programs to prepare students for the workforce and for transfer to a four-year institution. Nursing, education, EMT/paramedic and business are the primary academic programs of focus. The average age of our students is 24. The majority of DSCC students are low-income, attend on a part-time basis and are academically unprepared and need at least one developmental studies course before they are ready for college level work. Over 70% of the students are female. Public Service activities include, but are not limited to, continuing education, the Workforce Investment Act Program, Upward Bound, the Tennessee Small Business Development Center, and the Tennessee Early Childhood Training Alliance.

Jackson State Community College

Institutional Mission Profile



Jackson State Community College is a comprehensive community college in West Tennessee offering associate degrees in arts, sciences, teaching, and applied sciences. The college also offers technical certificates and non-credit training and continuing education programs. Classes are offered on the main campus in Jackson and at centers in Lexington, Savannah, and Humboldt. There is a robust offering of online, hybrid, and distance learning classes available as well as dual enrollment classes offered at high schools throughout the 14 county service area. Due to continuing healthcare needs in the community, Jackson State has established state-of-the-art healthcare programs. Jackson State has an exceptionally strong learning support program that utilizes co-requisite remediation courses to assist students to be successful in the areas of mathematics, reading, and writing. Jackson State has an active honors program, service learning program, athletics program, and Student Government Association. Students can take advantage of becoming involved in the many student organizations available at the college. The enrollment at Jackson State averages about 5,000 students each semester.

Motlow State Community College ***Institutional Mission Profile***



Motlow State Community College is a public, multi-campus college offering certificates, associate degrees, and flexible learning pathways for early transfer, college preparation, and workforce training. Students are prepared for employment, career advancement, and four-year college or university transfer. The College serves an eleven-county area comprised of full-time, part-time, traditional, and non-traditional age students from diverse socio-economic populations with disparate educational and cultural backgrounds. The College offers high quality accredited educational programs and a variety of support services emphasizing and promoting student success.

Nashville State Community College

Institutional Mission Profile



Nashville State Community College is an open-admission comprehensive educational institution, serving a diverse student population and a broad geographic area comprised of Davidson, Cheatham, Dickson, Houston, Humphreys, Montgomery and Stewart Counties. Outreach programs and special services for sub-populations include African American, low income, and male students, as well as students in STEM fields and health programs. The College offers Associate of Applied Sciences career degrees and technical certificates, as well as Associate of Arts, Associate of Fine Arts, Associate of Science, and the Associate of Science in Teaching transfer degrees. Nashville State has over 80 programs of study covering broad areas including business, applied arts, computer and engineering technologies, health sciences, social and life sciences, math, science, humanities, and the arts.

Northeast State Community College ***Institutional Mission Profile***



Northeast State Community College is an open-access, public, comprehensive community college serving Carter, Johnson, Sullivan, Unicoi, and Washington Counties in Tennessee. The College provides over 90 programs of study leading to associate and certificate degrees along with courses and events that address the workforce development and lifelong learning needs of the community. Support services are provided to all students, of which a significant number are first-time freshmen, low income, and/or adult students.

Pellissippi State Community College

Institutional Mission Profile



Located in Tennessee's third-largest metropolitan area, Pellissippi State Community College is a public two-year institution serving Knox and Blount Counties. With campuses at five locations, the College provides access to higher education for a diverse student population by providing associate of arts, associate of science, associate of science in teaching, associate of fine arts (music), associate of applied science, and associate of applied science in nursing degrees, as well as certificates in specialized areas and non-credit courses for personal and professional development. The College supports and develops associate degrees for transfer to four-year institutions, career-path associate degrees, certificates, and continuing education opportunities to meet the needs of the community. Pellissippi State offers credit courses to high school students as well. Freshman and sophomore level courses transfer into baccalaureate programs at public and private institutions, and 54 percent of Pellissippi State students are enrolled in these transfer programs. Twenty-four percent of Pellissippi State students are enrolled in technical programs, including business, criminal justice, computer technology, engineering technology, media technologies, nursing and paralegal studies. Both traditional and distance learning methods are used for course delivery. Approximately 50 percent of Pellissippi State's students are enrolled full-time and 79 percent of students are younger than 25 years old. Student support programs are provided for multiple subpopulations, including first-generation students, underprepared students, adult students, veteran students, students with disabilities, dual enrolled students, and part-time students. The Business and Community Services division accommodates the needs of area employers and other citizens by providing courses for career-specific training and personal enrichment.

Roane State Community College is a comprehensive, two-year postsecondary institution with ten teaching locations in central east Tennessee. The college offers academic programs leading to the award of the Associate of Arts, Associate of Science, Associate of Science in Teaching, Associate of Fine Arts, and Associate of Applied Science degrees as well as Technical Certificates. Although Roane State is primarily an open-admissions institution, selective admissions requirements are in place for the college's Nursing and 18 Allied Health Science programs. Roane State's student population is 67% female, with 46% of students enrolled full-time. Students over the age of 25 represent 23% of the population, 63% are under the age of 21, and 22% are pre-college students enrolled in dual studies. The college is distinctive not only for the breadth of its health science programs but as the TN higher education institution with the largest number of off-campus teaching locations. Currently, 57% of students are enrolled in career preparation programs and 43% in programs intended for transfer. The most recent six-year graduation rate was 34.2%, the 2nd highest among community colleges. Roane State fulfills its public service mission through a wide range of continuing education and workforce development offerings as well as the positive economic and public service impact associated with the Henry Stafford Agricultural Exposition Center, the Cumberland Business Incubator, the Tamke-Allen Observatory, and the Princess Theatre.

Southwest Tennessee Community College

Institutional Mission Profile



Southwest Tennessee Community College is a comprehensive public two-year college that serves the diverse population of Memphis and the surrounding Mid-South region at two main campuses, four centers, and smaller instructional sites located across its service area of Shelby and Fayette counties. Southwest prepares students for transfer to universities through the offering of the Associate of Arts, the Associate of Science, and the Associate of Science in Teaching degrees for students preparing for immediate career entry and advancement; Southwest offers thirty (30) Associate of Applied Science degrees and twenty-six (26) Technical Certificates. Located in a major medical and commercial center, Southwest emphasizes nursing, allied health, business and technology programs while also offering a strong university parallel curriculum. In response to emerging areas of community need, Southwest has initiated new programs such as Advanced Integrated Industrial Technology and Biotechnology. The majority of Southwest 8,327+ students are female, minority, and low income. Southwest follows a co-requisite model for academic support in Mathematics, Reading and English. More than 58.7% of degree-seeking new freshmen and 47.1% of all students receive need-based financial aid. Public service activities at Southwest include Service Learning across the curriculum and the Upward Bound program for high school students. Southwest is also an active collegiate partner in TN Promise.

Volunteer State Community College

Institutional Mission Profile



Volunteer State Community College, a public comprehensive two-year institution, provides educational opportunities to the citizens of eleven counties in northern middle Tennessee through course offerings held at the Gallatin main campus, two degree granting centers (one located in Livingston and one in Cookeville) and over 30 off-site locations throughout the service area. Flexible course offerings respond to emerging labor force and educational needs culminating in associate of arts, associate of science, associate of applied science, and associate of science in teaching degrees and certificates. Programs designed for transfer assist approximately 49% of the College's students in transferring to local universities. Sixty-one (61) percent of full-time students pursuing a certificate leading to employment complete within three years. Strong secondary education partnerships contribute to the largest dual enrollment program in the state and afford students extensive opportunities for college courses. Training needs of local residents are met through a globally competitive curriculum, innovative workforce programs and emerging technologies. Fifty-five (55) percent of all students enroll full-time and 79% are younger than 25 years of age. Student support programs assist adult students, first generation college students, underprepared students, dual enrolled students and part-time students in reaching their educational goals. Continuing education initiatives provide personal enrichment, career sustainment, and career growth opportunities while the Center of Emphasis offers healthcare training for area professionals; complementing the Health Science credit curriculum of the College.

Walters State Community College

Institutional Mission Profile



Located in the geographically and economically diverse Great Smoky Mountains Region of East Tennessee, Walters State Community College is a public two-year institution noted for national prominence in using mobile technologies to enhance student learning. To provide access and services throughout its area of responsibility, the college has established campuses or facilities in Claiborne, Greene, Hamblen, Jefferson, and Sevier counties and also serves students from Cocke, Grainger, Hancock, Hawkins, and Union counties. In the college's history, students from all over the United States and more than 70 countries have attended classes at one of the physical facilities or through distance education.

Innovative instructional methods are used to deliver affordable, high quality, general education and career-specific courses in programs of study that prepare students for transfer to other higher education institutions or for immediate employment. Academic offerings include degrees in associate of arts, associate of fine arts, associate of science, associate of science in teaching, and associate of applied science; as well as academic and workforce development certificates.

More than half of the student body is enrolled full-time, and approximately 80% are younger than age 25. To enhance student learning, co-requisite courses are provided for underprepared students they will benefit. Support services place emphasis on student engagement, retention, and persistence to completion. To promote global understanding and civic responsibility, international education, diversity, and service learning are stressed in the curriculum and co-curriculum.

Workforce training services include customized corporate and non-credit healthcare training to support local workforce development. Other services include youth development programs and lifelong learning opportunities. The college partners with secondary and postsecondary educational institutions and local and regional business and industry to offer a range of learning and career advancement opportunities.

Agenda Item: VI.

DATE: May 11, 2017

SUBJECT: TN Reconnect

ACTION RECOMMENDED: Information

BACKGROUND INFORMATION: Staff will provide the Commission with an overview of the TN Reconnect Act legislation enacted during the session of the 110th General Assembly, and a rollout timeline.