



TENNESSEE HIGHER EDUCATION COMMISSION

CONSENT CALENDAR ITEM: III. A.

MEETING DATE: November 3, 2022

SUBJECT: Off-Campus Center
Motlow State Community College: Rockvale High School

ITEM TYPE: Action

ACTION RECOMMENDATION: Approval

BACKGROUND INFORMATION

Pursuant to Tenn. Code Ann. §49-7-202(q)(3), the Tennessee Higher Education Commission is to review and approve or disapprove all proposals for off-campus centers at public institutions. Furthermore, THEC Policy A1.4A: Off-Campus Instruction – Community Colleges and Universities defines an off-campus center as “a location that is geographically apart from the main campus where students can enroll and complete academic programs.” Additionally, campuses are required to provide a continuing administrative presence at any off-campus center as evidenced by at least one full-time or part-time administrator housed on-site.

Motlow State Community College (MSCC) is proposing an off-campus dual enrollment center with Rockvale High School. The center will be located at 6545 Highway 99, Rockvale, Tennessee. Students of Rockvale High School will be able to take classes toward the completion of an Emergency Medical Technician Certificate. The proposed center will allow MSCC the ability to align with their institutional master plan and contribute to the state’s higher education completion agenda by increasing “the participation level of dual enrollment students by 75%” and “entering into a dual admission agreement,” respectively.

Motlow State Community College already has a facilities usage agreement with Rockvale High School. The proposed location will provide MSCC with the continuous use of a 900 square foot classroom, that is large enough to house both classroom and clinical needs, and a second classroom with storage for heavy skills training. Rockvale High School will be responsible for purchasing and maintaining equipment used in each classroom which will include internet access to the virtual library for students. These assumed responsibilities will result in no impact on existing programs and services in relation to the physical resources needed by these students.

The current director of the EMT Certificate program will maintain site direction with an on-site office for part-time supervision. An additional fully credentialed, full-time faculty member is employed at Rockvale High School and will be able to teach incoming students. Administrative support for the dual enrollment program will be carried out by the Administrator of High School Initiatives, also currently employed at Rockvale High School.

On October 17, 2022, the Tennessee Board of Regents approved the proposed off-campus center for Motlow State Community College Rockvale High School to be effective Spring 2023. Appendix A provides the TBR approval and summary of the proposed off-campus center. Appendix B provides the Off-Campus Budget Document.

Appendix A



Tennessee Higher Education Commission
Off-Campus Center Approval Form

Date: 9/15/22

Institution: Motlow State Community College

Site/Building Name: Rockvale High School

Site Address: 6545 Highway 99, Rockvale, TN 37153

County Name: Rutherford

Proximity to Main Campus: 39 miles

Is center within:

designated service area expanded service area not within service area
(If not within service area, attach institutional agreements or provide explanation)

Proposal for an Off-Campus Center must include the following documents (attach)

- Needs Assessment (THEC Policy 1.4.21B.1)
- Estimate of Operational Costs (THEC Policy 1.4.21B.2) – Attachment A
- Facilities (THEC Policy 1.4.21B.3)

Describe plans for the continuing administrative presence at the off-campus center.

The EMT Director will maintain an office and part-time administrative presence at the Rockvale High School site.

Include the program name and degree level for the academic program housed at the off-campus center.

Program Name: Emergency Medical Technician Certificate of Credit for High School Programs

Degree Level: Certificate

Include the projected sequence of course offerings for full-degree completion at the off-campus center.

Freshmen/ First Year

1. All credits will be offered at Rockvale High School. Clinicals labs are offered off-site. The program sheet for the entire program is attached. The courses that will be offered are listed below:

Course Number	Course Name	Credit Hours/ CIP Code
EMSB 1503	Fundamentals of Emergency Medical Technician for High School-Level Programs	5 credit hours/ 31.51.0904.02
EMSB 1504	Fundamentals of Emergency Medical Technician for High School-Level Programs II	5 credit hours/ 31.51.0904.02
EMSB 1303	EMT Skills and Clinical Lab for High School-Level Programs I	3 credit hours/ 31.51.0904.02
EMSB 1304	EMT Skills and Clinical Lab for High School-Level Programs II	3 credit hours/ 31.51.0904.02
		16 Total

Sophomore/ Second Year: N/A

Junior/ Third Year: N/A

Senior/ Fourth Year: N/A

Projected Enrollment:

Academic Year	Projected Headcount	Projected FTE
Year 1	12	0 (part time dual enrollment)
Year 2	24	0 (part time dual enrollment)
Year 3	24	0 (part time dual enrollment)
Year 4	24	0 (part time dual enrollment)
Year 5	24	0 (part time dual enrollment)

Approvals

Institution: Michael Loomis, M.D. Date: 9/20/22

Governing Board: DocuSigned by: Jonathan Reed Date: 2022-10-17 | 4:22 PM CDT
4826C56A1B01415...

THEC Executive Director: _____ Date: _____

Commission Staff: _____ Date: _____

Center Code Assigned: _____ Date: _____

Needs Assessment (THEC Policy 1.4.21B.1)

Motlow State Community College's mission statement to "develop cultural, intellectual, and career opportunities to the people in its Southern Middle Tennessee eleven-county service area, ...provide degree programs designed for transfer to other colleges and universities," and to "promote and maintain alliances with...other educational institutions" was the motivating force behind the decision to partner with Rockvale High School. Additionally, the establishment of the Rockvale High School location to a large degree will assist us in the accomplishment of Motlow's strategic goals to "promote and document the value of higher education and its impact on economic development and quality of life within its eleven-county service area" and "enhanced access to higher education for underserved populations." Rutherford dual enrollment students have not previously had this opportunity. With center approval, MSCC could offer all courses for a certification in EMT. The community lends its full support. All courses offered at the location have the same learning outcomes and faculty selection process as all other courses.

For many years, Motlow State Community College (MSCC) has worked collaboratively with the community to uphold its mission of developing "the cultural, intellectual, and career opportunities of the people in its Southern Middle Tennessee eleven-county service area." We want to continue this through our first EMT high school courses at Rockvale.

Community/Industry Support

MSCC has well-established partnerships with area businesses, industry, and educational institutions. These partnerships include frequent meetings to invite input from all areas. Leaders in Rutherford County and at the high school level are in full support of this program. They will provide the classroom space for MSCC to offer courses at their location. It is beneficial to the students and the community to be able to bring the courses to them and allow students to gain early collegiate successes. We work closely with our students at every location to ensure positive experiences.

Target Population: Dual Enrollment high school students.

Contribution to State's Higher Education Completion Agenda

The concept of building programs within communities that support a rich community-based culture as well as the development of Dual Enrollment agreements align with the Master Plan for Tennessee Postsecondary Education 2015-2025. This Master Plan states the following: *"Dual Admission Agreements To facilitate student transfer after associate degree completion, a community college and a university can concurrently admit a student meeting admission requirements for both institutions. The dually-admitted student has the advising and student service benefits of both institutions and can enroll in classes offered by each."* ([MasterPlan2025_0418.pdf \(tn.gov\)](#))

Alignment with Institutional Master Plan

Motlow State Community College Strategic Plan 2022 defines one of the focus populations for growth to be the Dual Enrollment population. Goal 1.2 states "by 2025, the institution will increase the total participation level of dual enrollment students by 75%." Additionally, the completion of entry level certificates which prepare for jobs in our communities aligns with Motlow's Strategic plan, Goal 3.1: "By 2025, the institution will increase the number of associate degrees by 68% and certificates by 75% for all students." [Strategic Planning \(motlow.edu\)](#)

Projected Enrollment for Five Years: 24 annually.

Need for Proposed Program Offerings

This certificate comes from a request from Rutherford County Schools and the Rutherford County

Chamber in response to employer demands in the area. The institution is committed to reaching out to the service area in the most efficient and broadest way to allow all students a chance to obtain the education desired and needed to achieve their lives' goals.

The following schools offer EMT programs with the same CIP code (31.51.0904.02):

- Chattanooga State CC
- Cleveland State CC
- Volunteer State CC
- Roane State CC
- Columbia State CC
- Dyersburg State CC
- Jackson State CC
- Walters State CC
- Southwest TN State CC
- Northeast State CC

Justification for Site Approval

1. Rutherford County School District has requested that Motlow provides an EMT certification program to their high school students to launch in January 2023.
2. There is a consistent DE demand year over year. We anticipate this program growing to 24 students annually.
3. Rockvale School District is providing all expenses, including room use, classroom supplies, equipment and maintenance. Motlow is providing the instructor, part-time program administrator, and part-time dual enrollment administrator. The salaries for all administration are listed on the salary line of the budget attached. Faculty salaries are also listed. Rockvale High School is providing all operating costs. Total expenditures for Year 1 is \$34,767 and year 5 is \$36,607, factoring in cost of living increases. Expected revenues are \$39,840.

Facilities (THEC Policy 1.4.21B.3)

Description

Rockvale High School is located on Hwy 99 in Rockvale, Tennessee, and is minutes from Murfreesboro, Tennessee. The proposed location provides Motlow with a 900 square foot classroom that is large enough to house both classroom and clinical needs. A second classroom will be available during heavy skills training Motlow will also have access to a storage closet available for storage of equipment. The school system has purchased the equipment and will maintain the equipment used in our classes which is comparable to that used at other Motlow State Community College locations. Internet access is available throughout the building allowing students to access our virtual library and other resources. There is no impact on existing programs and services in relation to the physical resources needed by these students.

Faculty and Staff

Director of the EMT Certificate Program is Houston Austin. He will maintain site direction for the Rockvale High School center, holding an office on site for part-time supervision.

The Director of the EMT Certificate program is a full time faculty member who is properly credentialed to teach and direct the EMT program. An additional full-time faculty member is an employed instructor at Rockvale High and is properly credentialed to teach the EMT certificate program. Any future faculty, both full time and adjunct are all highly qualified and credentialed in their respective fields. MSCC maintains a high standard of teaching and learning and is proud

of its faculty who are committed to serving the needs of the students. All faculty meet credentialing requirements as prescribed by SACSCOC. The Dean of Nursing and Allied Health holds a Masters' degree and oversees the Director and the program faculty. Directors are responsible for ensuring the integrity of the curriculum taught in each course within the department. Additionally, as a dual enrollment program, the dual enrollment requirements will be overseen by the Administrator of High School Initiatives.

Estimate of Operational Costs (THEC Policy 1.4.21B.2) – Attachment A
[Off-Campus Budget Proposal A1.4AB.xlsx](#)



Operational Costs/Revenues Estimate for Off-Campus Center Location

Please include a brief **Budget Narrative** outlining the source of funds, any external assistance (e.g., private industry), and expenses associated with the establishment of this Center.

Please provide explanation of the Other Sources category included in the Revenues section.

Institution Name: Motlow State Community College
Name of Proposed Off-Campus Center: Rockvale High School
 Five-year cost projections are required.

Expenditures

One-time Expenditures - space and equipment provided by Rockvale High School

	Year 1	Year 2	Year 3	Year 4	Year 5
New/Renovated Space ¹	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Library	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total One-time	\$ -	\$ -	\$ -	\$ -	\$ -

Recurring Expenditures

	Year 1	Year 2	Year 3	Year 4	Year 5
Administration					
Salary	\$ 29,267	\$ 30,107	\$ 30,973	\$ 30,973	\$ 31,107
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Administration	\$ 29,267	\$ 30,107	\$ 30,973	\$ 30,973	\$ 31,107
Faculty					
Salary	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Faculty	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
Support Staff					
Salary	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -
Operating					
Equipment	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Other	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Sub-Total Operating	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700
Sub-Total Recurring	\$ 34,767	\$ 35,607	\$ 36,473	\$ 36,473	\$ 36,607

TOTAL EXPENDITURES	\$ 34,767	\$ 35,607	\$ 36,473	\$ 36,473	\$ 36,607
---------------------------	------------------	------------------	------------------	------------------	------------------

Funding Source for Facilities/Space:

	Owned by Institution
	Leased by Institution
	Owned by another public institution of higher education
X	Provided at no cost to the institution. Please document.
	Facilities/Space Square Footage

Revenues

One-time Revenues

	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition and Fees					
State Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -
Sales and Services of Education					
Activities	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources (provide explanation)	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total One-time	\$ -	\$ -	\$ -	\$ -	\$ -

Recurring Revenues

	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition and Fees	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840
State Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -
Sales and Services of					
Educational Activities	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources (provide explanation)	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total Recurring	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840

TOTAL REVENUES	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840
-----------------------	------------------	------------------	------------------	------------------	------------------