



Quarterly Board Meeting

March 21, 2019

Roaden University Center, Room 282

1:30 p.m.

AGENDA

- I. Call to Order and Roll Call
- II. Recognition of Students' Accomplishments
- III. Approval of Minutes
- IV. President's Report
 - New Web Site (Karen Lykins)
- V. Academic & Student Affairs Committee Report and Recommendations
 - A. Report
 - 1. Letter of Notification: M.S. in Sustainable Agriculture
 - 2. Letter of Notification: M.S. in Community Health & Nutrition
 - 3. Transfer of Communication Department
 - 4. Student Organization Presentation Related to Access to Public Records Rule
 - B. Consent Agenda
 - 1. TTU Policy 260 (Requirements for a Baccalaureate Degree and Graduation)
 - 2. TTU Policy 261 (Academic Credit from Other Institutions)
 - 3. TTU Policy 263 (Academic Retention Standards)
 - C. Regular Agenda
 - TTU Policy 121 (Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities) and Rule

VI. Audit & Business Committee Report and Recommendations

A. Report

- 1.** Credit Card Processing Fees
- 2.** Non-mandatory On-line Fee for Consideration at June Committee Meeting
- 3.** Notice of Responsibility

B. Regular Agenda

- 1.** Dennis Trust
- 2.** 2019-20 Non-mandatory Fees
- 3.** Policy 122 (Rental of Tennessee Tech Property) and Rule

VII. Other Business

VIII. Adjournment

The Board will host a 30-minute reception for audience members in the Roaden University Center, just outside Room 282, following the meeting.



Agenda Item Summary

Date: March 21, 2019

Agenda Item: Recognition of Students' Accomplishments

Review

Action

No action required

PRESENTER: Tom

PURPOSE & KEY POINTS:

Representatives of Tech's Track and Field Women's team, led by four-time OVC Coach of the Year Wayne Angel, will share their thoughts about what it takes to be back-to-back OVC champions.

Also, Team Baja SAE co-captains will preview the Baja SAE international event hosted at Hyder-Burks in April. The Tech Baja SAE team has the most wins in the event's history.



Board of Trustees Meeting

December 6, 2018
Roaden University Center 282

MINUTES

AGENDA ITEM I—CALL TO ORDER AND ROLL CALL

The Tennessee Tech Board of Trustees met in regular session on December 6, 2018, in Roaden University Center, Room 282. Chair Tom Jones called the meeting to order at 1:35 p.m.

Chair Jones asked Kae Carpenter, Secretary, to call the roll. The following members were present:

- Forrest Allard
- Melissa Geist
- Trudy Harper
- Rhedona Rose
- Purna Saggurti participated by phone and confirmed that he could simultaneously hear and speak to the Board members, that he was the only person present in the location from which he was calling, and that he received the Board materials in advance of the meeting.
- Johnny Stites
- Teresa Vanhooser
- Barry Wilmore
- Tom Jones

A quorum was physically in attendance.

Tennessee Tech faculty, staff, and members of the public were also in attendance.

Chair Jones recognized Representative Ryan Williams and thanked him for his efforts on behalf of Tennessee Tech.

AGENDA ITEM II—RECOGNITION OF STUDENTS' ACCOMPLISHMENTS

Chair Jones opened the meeting by honoring two groups of Tennessee Tech students. The first group was Tennessee Tech's Cybersecurity Team, which was recognized as one of the top ten teams in the nation at the Collegiate Penetration Testing Competition. The team's coach, Joseph Cross, introduced members Sam Wehunt, Joe Bivens, Darren Cunningham, Max Layer, and David Yantis. Mr. Cross presented a brief overview of the team and its goals. Mr. Bivens, the team's captain, discussed his experiences serving on the team and the competition in which the team participated.

The second group was Tennessee Tech's iCube students who founded Tennessee Together to assist in battling Tennessee's opioid crisis. Amanda Cale, a senior Graphic Design major, introduced the project and the iCube director, Kevin Liska. Ms. Cale and Mr. Liska provided an overview of the work accomplished by the iCube staff and students.

AGENDA ITEM III—APPROVAL OF MINUTES

Ms. Harper moved to approve the September 18, 2018, Quarterly Board Meeting minutes. Ms. Vanhooser seconded the motion.

After an opportunity for further discussion and there being none, the motion carried unanimously.

Governor Bill Haslam joined the meeting and thanked the Board of Trustees for its initiative and asked for feedback.

Chair Jones stated that he believed one of the greatest accomplishments over the past two years was the establishment of the Board as a leadership team.

Dr. Geist asked the Governor to share his overall impression of the Board and if he would change certain aspects of the Board. Governor Haslam answered that he had high regard for the Board and for the direction the Board was going. Governor Haslam asked the Board members if they would like to change anything.

Mr. Stites stated he would like more governance training to be provided to the Board. He stated that Board members should be active in discussions. Governor Haslam stated that it could be a challenge for the Board to be engaged, but doing so should not be confused with the Board assuming an administrative role.

Chair Jones stated the Board had learned and improved over time. President Oldham stated the Board was to be commended for its hard work comprehending and engaging with the information given to them.

Dr. Geist stated that a faculty member should always be on the Board to bring a different perspective, who is living with the policies and who can speak for the faculty and staff of Tennessee Tech.

Mr. Allard stated that having the student perspective was also valuable insight as to how other students perceived what was happening on campus.

Ms. Rose stated that the size of the Board was an important factor because everyone had a chance to speak and had an important role. Governor Haslam agreed. Governor Haslam stated that he sensed from the first meeting that Tennessee Tech's Board was owning its roles in a healthy way.

Mr. Stites stated that measuring what was important to the individual, the legislature, and the people of Tennessee was what the board members should focus on, and trustees should be held accountable to those individuals and groups.

Mr. Saggurti stated the Board had a sense of ownership that came from the commitment and loyalty each person has for Tennessee Tech.

Ms. Harper stated that being on the Board was not always easy but the Board has begun to figure out what the Board does not know. She stated the Board still had a long way to go but the staff and the administration were helping the Board with the learning curve.

Chair Jones introduced the two student groups presented earlier for the purpose of sharing their accomplishments with Governor Haslam. Joe Bivens introduced the cybersecurity team and explained why he came to Tennessee Tech. Amanda Cale introduced herself and the iCube project.

Chair Jones presented Governor Haslam with a resolution to recognize his leadership and vision for higher education. Governor Haslam expressed his gratitude. Ms. Harper moved to approve the resolution. Mr. Stites seconded the motion. After opportunity for further discussion and there being none, the motion carried unanimously.

After Chair Jones presented the resolution to Governor Haslam, the Governor left the meeting.

AGENDA ITEM IV—PRESIDENT'S REPORT

President Oldham introduced Mike Krause, Executive Director of the Tennessee Higher Education Commission. Mr. Krause presented an update on the state's status and Tennessee Tech's progress. He stated that only 30.8 percent of Tennesseans had a degree in 2012 and employers asked Governor Haslam to address this issue. He stated that now 41 percent of Tennesseans had degrees, which was a significant improvement and more Tennesseans were going to college. He stated that the net result was Tennessee now ranked 13th in the nation for investment in higher education.

Mr. Krause stated that the funding formula was previously based on the number of students enrolled on the 14th day of classes. He stated that in 2010-11, THEC changed to an outcome-based formula, which was easier to justify when asking for funds. He stated that the new system showed

that Tennessee Tech had increased numbers of graduating students. He stated that since the new formula was implemented in 2015, Tennessee Tech had received a 23.8 percent increase in appropriations.

Mr. Krause stated that Tennessee Tech had a steady but dramatic climb generating funding through the formula and was currently leading the state in funding acquired through the formula. He stated that the formula was best used as a consultative tool, rather than a regulatory tool. He stated that it showed what areas were thriving and identified other areas that could be improved.

Mr. Krause stated that Tennessee Tech dramatically increased its output of bachelor's degrees. He stated that this was important because many of those majors were STEM majors. He stated that there had also been an increase in research and service, which could result in additional funds.

Mr. Krause stated that the degrees awarded per 100 FTE and the six-year graduation rate had improved dramatically and could be seen in the formula. He stated that the bachelor's degrees earned had increased by almost 500.

Mr. Krause stated that the formula was created collaboratively. He stated that every university president sits at the table to revise the formula, and every five years the formula was dramatically redesigned. He stated that the formula was continually optimized to measure student success.

Mr. Krause stated that Tennessee Tech was doing very well in student success, but he wanted to present two challenges. The first challenge was the need to reach out to rural counties in Tennessee. He stated that many jobs held by non-college graduates were not durable jobs, and they could find themselves in tough situations later in life.

Mr. Krause stated the second challenge was low-income student success. He stated that a Tennessee student's success in college correlated with the amount of money the student's family makes. He stated that the freshmen enrolled next fall would have important indicators as to whether or not they needed intervention. He stated that one important intervention for low-income students was calling roll, then texting a student if s/he did not show up to class. He stated these were not expensive interventions and Tennessee Tech was already implementing several of the ideas. He stated that the next important step in Tennessee was to make sure that where a student resides or a student's parent's income did not determine whether or not the student could become a college graduate.

Mr. Stites stated that Tennessee Tech was doing very well graduating students in high numbers, but Tennessee's high school graduate statistics were flat. He stated that Tennessee Tech would be pressed to enroll as many students in the future as were currently enrolled. He stated that Tennessee Tech, as the lowest-cost university in Tennessee, was graduating students faster than other universities. He stated that students were able to get through the system in closer to four years rather than six years. He stated that the rate at which students were graduating and the rate at which students were enrolling could cause Tennessee Tech concern.

Mr. Stites asked if there was a system that could recognize that Tennessee Tech did not have the opportunity to attract as many students. He asked if Tennessee Tech could be penalized if its rate of graduating students decreased through no fault of its own.

Mr. Krause answered that every state was facing a demographic shift in terms of high school production, with a steep cliff coming nationwide in 2025. He stated that Tennessee Tech was less sensitive to that for the state portion of money. He stated that Tennessee Tech was receiving about 30 percent of appropriations from Tennessee and generating 70 percent internally. He stated that the formula was much less sensitive to enrollment fluctuations. He stated Tennessee Tech could enroll dramatically fewer students and the state share would not change so long as Tennessee Tech remained efficient with the students it already had and continued to succeed.

Mr. Krause stated there was still the 70 percent of Tennessee Tech's budget not provided by the state. He stated that as the high school graduate numbers drop, Tennessee Tech should push to enroll adults in college. He stated Tennessee Tech had great opportunities to emulate what other schools in the nation and state were doing for adults, such as the University of Memphis Finish Line program. He stated Tennessee Tech's Interdisciplinary Studies degree could be used as a vehicle to enroll adults to mitigate fewer high school graduates available to enroll.

President Oldham stated he was very proud of Tennessee Tech being the number one performer as indicated in the funding formula. He stated Tennessee Tech's priorities were tied to state priorities as indicated by the funding formula. President Oldham stated that these items were key because they were state interests, and he wanted to continue meeting those expectations.

President Oldham stated there was a THEC funding recommendation, as well as how well Tennessee Tech performed with the formula. He stated there was a building recommendation for the new engineering building, the first new engineering building on Tennessee Tech's campus since 1971. He stated Tennessee Tech was number four on the priority list as recommended by THEC, but there was no guarantee the legislature or the Governor's office would approve the proposal. He stated that the proposal was within the funding scope of a typical year and he was hopeful that it would be funded. He stated there was \$900,000 of recurring dollars being recommended by THEC for Tennessee Tech's Carnegie reclassification that would bring the total recurring funds for that effort to \$2,100,000. He stated that this also included a recommendation of \$7,700,000 for improvement and capital maintenance for the campus.

President Oldham stated that Governor Haslam was instrumental in Tennessee Tech receiving additional state funding for the cybersecurity education effort. He stated that the state provided \$500,000 each of the past two years that helped make organizations like Tennessee Tech's cybersecurity team possible. He stated that the state commitment was for another two years of additional funding and Tennessee Tech wanted to encourage that type of engagement.

President Oldham described how Tennessee Tech became the number one performer in the funding formula. He stated several decisions and ongoing efforts led to that milestone. He stated that the metrics were critical and centered on student success, including the number of degrees granted and the efficiency with which those degrees were granted. He stated the funding formula did not specifically measure retention rates but retention was a precursor to graduating students. He stated that roughly five years ago Tennessee Tech launched the new Flight Plan, which looked at peer institutions and best practices. He stated that Tennessee Tech implemented many of the strategies with specific metrics, including graduation and retention rates that speak specifically to those issues. He stated that this has brought Tennessee Tech to where it was now, performing at

the top of the funding formula. He stated that he gave credit to the faculty and staff at Tennessee Tech for making this achievement happen.

President Oldham stated there had been a 20 percent increase in bachelor's degrees awarded at Tennessee Tech over the past five years. He stated that the student retention of first-time freshmen increased from 72 percent to 78 percent. He stated class attendance was the number one predictor of student success. He stated that if students attend classes, they made better grades, persisted to finish, and graduated on time. He stated that Tennessee Tech implemented a program that would let appropriate faculty know if a student missed more than two classes of the same course within the first six weeks of the fall and spring semesters. He stated that this allowed for intervention at a critical time.

President Oldham stated another key point was advising. He stated Tennessee Tech invested heavily in hiring professional advisors to work specifically with first-year students on campus, which substantially paid off.

President Oldham stated that Tennessee Tech's six-year graduation rate had exceeded 55 percent for the first time this year, which was a significant improvement from 50 percent two years ago. He stated that the four-year graduation rate topped 34 percent this year for the first time. He stated that two years ago the five-year graduation rate topped 50 percent for the first time. He stated that overall the students were receiving a better value for their money.

President Oldham stated he wanted to highlight a few recent faculty successes. President Oldham recognized Cara Sisk, professor of Human Ecology, for giving students in Child Life Specialist major the opportunity to learn and work with professionals in the field; Adam Holley, assistant professor in Physics, for his research of the decay rate of neutrons that has been published in the journal, *Science*; Bedelia Russell, associate professor of Nursing, and her work with The Heart of the Cumberland whereby students can obtain clinical experience work with elementary and middle school students; Jason Beach, associate professor in Curriculum and Instruction, for his research in Virtual Immersive Interactive Observation; and Mark Melichar, assistant professor of Economics, for incorporating real-world concepts and applying them to concepts at Tennessee Tech in a way that resonates with the students.

President Oldham addressed the challenges Tennessee Tech faced. He stated enrollment was a challenge and it would be difficult to graduate record numbers of students if sufficient numbers were not enrolled, so enrollment was a primary focus. He stated there was significant external competition for students and Tennessee Tech needed to respond aggressively in a competitive environment. He stated that the answer to this challenge was making certain that scholarship money was put to the best use in practical terms. He stated merit-based scholarships were important, but there was also a role and significant opportunity for need-based scholarships. He stated Tennessee Tech was doing its best to ensure financial resources were not the limiting factor for good students to come to Tennessee Tech. He stated this was a state priority that Tennessee Tech needed to address.

President Oldham stated Tennessee Tech should look at new programs and emerging academic programs that were essential to the emerging workforce opportunities. He stated that talent was

the underlying issue in the corporate world and Tennessee Tech was in the best position to supply that talent.

President Oldham addressed how Tennessee Tech should go about facing these challenges. He stated Tennessee Tech's strategic plan addressed many of these issues regarding student success, creating new academic programs, ensuring availability of technologically-infused programs, increasing research in scholarly activity, and providing interdisciplinary opportunities. He stated that the concept of a grand challenge encompassing these priorities in a focused, coherent way would lead to a tangible benefit to the surrounding environment and would engage students and faculty. He stated that this would help Tennessee Tech remain a relevant institution.

President Oldham stated that there were challenges, but Tennessee Tech could overcome them. He stated Tennessee Tech had proven the capability to rise to the challenge through the Flight Plan, increased graduation rates, and increased retention rates. He stated Tennessee Tech had an honorable mission to serve the students in the state. He stated that Tennessee Tech was a university serving the everyday people, those who wanted to make the community a better place to live. He stated he was thankful for the Board and the work it was doing.

AGENDA ITEM V.A - EXECUTIVE COMMITTEE REPORT AND RECOMMENDATION - REPORT ON DISCUSSION OF BOARD EFFECTIVENESS

Chair Jones stated that a meeting was held on November 13th to review the Board evaluation and the evaluation summary could be found in the board meeting materials. He stated that the evaluations were divided into five main points. He stated that this information was presented to the administration and informational meetings were requested for the purpose of further educating the Board. He stated that the Board needed to learn more about the Institutional Research Office because the office evaluates data and provides information that could be beneficial to the Board.

President Oldham stated that information about the Institutional Research Office could be provided but much of the information was already posted online. Chair Jones stated that the Board also needed to learn more about the Tennessee Tech Foundation and how the Foundation related to the Board.

Chair Jones stated that before the Board met for the first time, he decided to have three committees, but this could always be reconsidered in the future. He stated that committees typically meet on the same day the Board meets, and additional meetings occurred out of cycle. He stated that it was the responsibility of the individual committee chairs to schedule these meetings as needed. He stated that as more informational meetings were scheduled, these meetings might be more effective coupled with these committee meetings. He stated that it would be the committee chair's responsibility to determine how many out-of-cycle meetings would be needed. He stated that he would try to allow more time for these committee meetings.

Chair Jones stated that the Board evaluations included comments on communications and the presentations in the Board materials being made available sooner. He stated that he would strive

to continue to provide materials to Board members sooner and asked President Oldham and the staff to also make that effort.

Chair Jones stated that the next point related to the process and benchmarks related to the evaluation of the President's performance. He stated that in the future he would like a streamlined, smaller set of goals with measurable metrics for comparison.

Chair Jones stated that one of the questions asked was "What are Tennessee Tech's major issues?" He stated that Tennessee Tech's fiscal health was number one. He stated this was not the same item as student enrollment, but also included validity of programs, expenses, and more. He stated other topics of focus included morale on campus, focus on students, state and national trends for job needs, and building and strengthening relationships with different campus constituencies. He stated that the Board's job was to make suggestions and present those to the administration.

AGENDA ITEM V.B—APPROVAL OF ALIGNMENT OF TERM EXPIRATIONS FOR STUDENT TRUSTEE, COMMITTEE CHAIRS, AND CHAIR

Chair Jones stated the motion was to realign the student trustee's, committee chairs', and chair's terms to coincide with the expiration of the appointed Board members terms on June 30. Ms. Harper moved to approve the alignment of the terms as stated. Ms. Vanhooser seconded the motion.

After an opportunity for further discussion and there being none, the motion carried 7 to 1 with Mr. Stites casting the "nay" vote.

AGENDA ITEM VI—AUDIT & BUSINESS COMMITTEE REPORT AND RECOMMENDATIONS

Ms. Vanhooser stated that the Audit & Business Committee approved the 2019 Audit Plan and no additional action was required. She stated that the Board was required to provide a report to the General Assembly with information regarding the expenditures of revenues derived from any tuition and fee increase(s) from the previous academic year. She stated this report must include how revenues were used, effect on student financial aid, and effect on the average total cost of attendance per student.

Ms. Vanhooser moved to approve the Tuition Transparency Act Report. Mr. Stites seconded the motion.

After an opportunity for further discussion and there being none, the motion carried unanimously.

Ms. Vanhooser stated the Board was required to develop a list of factors that must be considered when developing recommendations to increase tuition and mandatory fees. She stated these

factors had to include, at a minimum, the level of state support, total cost of attendance, and efforts to mitigate the financial effect on students.

Ms. Vanhooser moved to approve the Tuition Transparency factors. Ms. Rose seconded the motion.

Dr. Geist stated that the Board could consider other factors. Chair Jones agreed that the Board was not limited to these factors.

After opportunity for further discussion and there being none, the motion carried unanimously.

Ms. Vanhooser stated the Audit & Business Committee reviewed and recommended approval of Tennessee Tech's 2018-2019 October Revised Budget and Organizational Chart. She moved to approve the recommended October Revised Budget and Organizational Chart. Ms. Rose seconded the motion.

After opportunity for further discussion and there being none, the Secretary took a roll call vote and the motion carried unanimously.

Ms. Vanhooser moved to approve the amendment to the fiscal year 2018-2019 Disclosed Capital Project to include a sprinkler system expansion in the Roaden University Center. Mr. Stites seconded the motion.

After an opportunity for further discussion and there being none, the motion carried unanimously.

AGENDA ITEM VII—BOARD DELEGATION OF AUTHORITY TO ACADEMIC & STUDENT AFFAIRS COMMITTEE

Chair Jones stated that the motion was to delegate authority to Academic and Student Affairs Committee to approve letters of notification on behalf of the Board. Ms. Harper moved to approve the motion that the Board delegate the authority to the Academic and Student Affairs Committee to support letters of notification to THEC regarding proposed programs as deemed appropriate by the committee. Ms. Vanhooser seconded the motion.

After an opportunity for further discussion and there being none, the motion carried unanimously.

AGENDA ITEM VIII—ANNOUNCEMENT: REVISED DECEMBER 2019 REGULAR MEETING DATE

Chair Jones stated that the next meeting would be December 3rd rather than December 5th.

Dr. Geist asked to go back to the Board's evaluation. She stated that Chair Jones' recognition of the importance of the fiscal health of the university, student enrollment, and morale on campus was an

indication that the Board realized these were concerns going forward and the concerns would be addressed.

Chair Jones stated that various suggestions were made by Board members, but not all suggestions warranted an actual item by the Board. He stated that it was very important for the President and administration to understand that these were the concerns of the Board and the Board would like to see improvements and efforts made on these issues in the future.

President Oldham stated that they were in total agreement on these issues and the message was received from the Board.

AGENDA ITEM IX—OTHER BUSINESS

Chair Jones stated that there would be a 30-minute reception following the adjournment of the meeting.

AGENDA ITEM X—ADJOURNMENT

There being no further business, the meeting adjourned at 3:31 p.m.

Approved,

Kae Carpenter, Secretary



Agenda Item Summary

Date: March 21, 2019

Agenda Item: Letter of Notification: M.S. in Sustainable Agriculture

Review

Action

No action required

PRESENTER(S): Provost Lori Bruce

PURPOSE & KEY POINTS: There is an increased interest in safeguarding our natural resources, while still meeting the demands of an ever-growing population. This has increased the demand for highly trained agronomists, soil scientists, plant breeders, and weed scientists necessary to make the technical advances essential to meet future production and sustainability challenges. The Master of Science Degree in Sustainable Agriculture will address this need and focus on developing graduates who are flexible, innovative and able to solve real world problems.

Tennessee Tech Internal Cover Form for Letters of Notification

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal. <https://www.tntech.edu/provost/new-programs>.

Name of New Academic Program and Degree Designation:

MS Degree in Sustainable Agriculture

Proposed Implementation Date: Fall 2020

Information Contact: Dennis W. Duncan / 931-372-3019
Printed Name Telephone

APPROVED: Dennis W. Duncan / 02-05-19
Department Chairperson's Signature Date

APPROVED: Billy Bruce Greene / 02-05-19
College Dean's Signature Date

APPROVED: Lori Brum / 2/21/19
Provost's Signature Date

Tennessee Tech Board of Trustees Approval: _____
Date

Revised 1/2019



School of Agriculture

TENNESSEE TECH

Letter of Notification

DATE OF SUBMISSION: January 29, 2019

INSTITUTION: Tennessee Technological University, School of Agriculture

TITLE OF PROGRAM: Master of Science in Sustainable Agriculture

CIP CODE: 01.0308

ACADEMIC PROGRAM LIAISON: Dr. Dennis W. Duncan
Director, School of Agriculture
College of Agriculture and Human Ecology
931-372-3019
dduncan@tnstate.edu

TARGET DATE FOR BOARD APPROVAL: Spring 2019

PROPOSED DATE OF IMPLEMENTATION: Fall 2020

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PURPOSE AND NATURE OF PROGRAM

The Center for Agroecology & Sustainable Food Systems, a part of the University of California system, reported, “A food and farming system that exploits neither people nor resources and lasts indefinitely has come to be called “sustainable agriculture”. While this concept is familiar and even supported in many American agricultural universities, it hasn’t always been so. For decades, issues such as soil erosion, exploitative working conditions, pest resistance to pesticides, and small farm viability were brushed aside as the price of progress in the industrialized agrifood system (Allen & Brown, 2012).” Currently, there is a movement across the United States to produce food using sustainable practices and being “good” stewards of our natural resources all the while meeting the demands of an ever-growing population that is demanding to know where and how their food was produced.

In March of 2014, the Coalition for a Sustainable Agriculture Workforce (CSAW) reported the need to double the global food supply to meet the needs for a growing population has led life sciences and agricultural industry companies to increase their numbers of scientists and employees. According to the CSAW Executive Summary, “we must prepare scientists to bring new and revolutionary approaches to agroecosystem management”. Additionally, the executive summary states thatif current trends continue, the agricultural workforce will lack the highly trained agronomists, soil scientists, plant breeders, and weed scientists necessary to make the technical advances essential to meet future production and sustainability challenges (CSAW, 2018).

Sustainable agriculture is an ongoing dynamic. The School of Agriculture at Tennessee Tech has adopted the aforementioned definition of sustainable agriculture“a food and farming system that exploits neither people nor resources and lasts indefinitely.” Therefore, the Master of Science Degree in Sustainable Agriculture will focus on developing graduates who are flexible, innovative and able to solve real world problems. Graduates must be adept at applying integrative analytical skills and capable of working in diverse groups. This will be achieved through a multi-disciplinary approach within the School of Agriculture utilizing the following *Student Learning Outcomes*:

- Be able to frame problems and ask critical questions concerning agricultural sustainability,
- Have knowledge of biophysical, as well as, socioeconomic aspects of agricultural sustainability,
- Acquire expertise in sustainable agriculture that transcends disciplinary boundaries,
- Become professionals who work interdependently and collaboratively,
- Address complex agricultural problems by using systems thinking and other approaches,
- Recognize and display visionary leadership with moral and ethical integrity.

Tennessee’s Upper Cumberland Region is one of the most geographically diverse areas in the southeastern United States, and is centrally located between three of the state’s four major metropolitan areas (Knoxville, Nashville and Chattanooga). Although the fourteen counties comprising the Upper Cumberland (Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren and White) boast five community colleges, three Tennessee Technology Centers and Tennessee Technological University, there is still a cry for a stronger focus on STEM (Science, Technology, Engineering, Mathematics) disciplines, skilled trades and technical training. Agricultural sciences have long been considered part of the STEM disciplines.

From the beginning (1915), TTU (then Tennessee Polytechnic Institute) included agriculture in its curriculum. The first catalog for the fledgling college noted a Department of Agriculture. Since the early 1920’s, the School has evolved and now offers students both classroom and laboratory settings along with 340 acres of deeded farm land. The undergraduate student body has continued to grow enjoying an average of 320 students.

According to previous alumni studies and a recent feasibility study (as reported in this document), our graduates have consistently noted interest in the development of a graduate program in Agriculture.

According to the Tennessee Department of Agriculture (TDA), farming and forestry not only preserve a time-honored way of life, they also fuel the state's economy. According to the United States Department of Agriculture, agricultural production generates more than \$3.5 billion annually in farm cash receipts in Tennessee (USDA, 2017). Agriculture touches the lives of Tennesseans everyday through the food we eat, the fuel we pump, the clothes we wear, the wood products we use and the land we enjoy. Employment and entrepreneurial opportunities in agriculture are projected to continue to grow, especially in specialized areas.

Professional careers requiring advanced degrees under the Career Cluster Guide (Tennessee Department of Labor) include: Environmental Sciences, Forestry and Related Sciences, Natural Resources Conservation, Management and Policy, and Veterinarian Sciences. Additional areas benefitting from advanced degrees include: Agricultural Education, Agribusiness, Soil and Agronomy Sciences, Animal Sciences, Turfgrass Management and Agricultural Engineering.

The Master of Science in Sustainable Agriculture degree opportunity will serve both current undergraduates and professionals already in the field and those seeking to advance their current positions. By embracing three broad goals outlined by SARE (Sustainable Agriculture Research & Education), the TTU School of Agriculture seeks to provide our graduate students with keys to the future of Agriculture. These goals, known as the *Three Pillars of Sustainability* include:

- Profit over the long term;
- Stewardship of our nation's land, air and water; and
- Quality of life for farmers, ranchers and their communities.

ALIGNMENT WITH STATE MASTER PLAN AND INSTITUTIONAL MISSION

The mission of TTU is to create, advance, and apply knowledge to expand opportunity and economic competitiveness. As a STEM-infused, comprehensive institution, Tennessee Tech delivers enduring education, impactful research, and collaborative service. The mission of the School of Agriculture is to prepare students for leadership roles in the food, fiber and natural resources professions by providing state of the art experiential learning through agriculture.

The M.S. in Sustainable Agriculture aligns with both mission statements of providing leadership and outstanding programs. It is designed to set TTU apart as a provider of graduate program content in agriculture with the intent to develop student competence and expertise in the design, implementation, and evaluation of sustainable agricultural systems.

Tech Tomorrow Strategic Plan

In 2018, TTU launched a new strategic plan – Tech Tomorrow – guided by a set of core principles: Academic excellence, community engagement, meaningful innovation, student success, supportive environment and value creation. From this foundation, the strategic plan is guided by four strategic goals: 1. Education for life, 2. Innovation in all we do, 3. Exceptional stewardship, and 4. Engagement for impact.

The M.S. degree in Sustainable Agriculture directly addresses two of the strategic four goals developed from the TTU Strategic Plan.

Goal 1: Education for life – Tactic A1. Evaluate and transform programs, courses, and opportunities to incorporate experiential learning that permeates the educational process – cumulatively and systematically developing students' career and societal readiness.

Goal 2: Innovation in all we do – Tactic Ai. Develop and implement distinct technologically focused programs.

This proposal will provide obvious connections between Goals 1 and 2 and the Master of Science in Sustainable Agriculture degree. The implementation of a graduate program, not only will require faculty to stretch themselves to create and maintain a state-of-the-art curriculum, but will also serve as an incubator for collaborative research ideas crossing the boundaries of disciplines within the School and College. Additionally, it will provide students with a cadre of experiential learning opportunities with field and laboratory research using the latest technology in global positioning systems, plant genetics, engineering and soil conservation.

TTU is the only four-year university in close proximity to Upper Cumberland citizens with the capability to provide advanced degree education for the current and future workforce. Not only will this degree open new doors for the citizens of the Upper Cumberland, it will also prove practical solutions for students across the United States. Today, industries demand a college degree along with a few years' experience and/or a graduate degree. The undergraduate degree is just not as competitive as it once was.

Various institutions have online Master's degrees available, without evidence of additional experiential learning either in the field or laboratory. Such experiential learning can only be accomplished through close association with university facilities and personnel. While many employers support their workers in pursuit of higher degrees, rarely can they afford to have them attend institutions that require them to be gone for days, weeks, or semesters to complete their studies. Our solution will be to provide an integration of online and traditional graduate courses—a hybrid type of offering.

Tennessee Higher Education Master Plan

As stated in the Tennessee Higher Education Master Plan 2015-2025, “the state continues to acknowledge the critical need for academic programs of distinction at the graduate and professional level to fully address Tennessee’s economic development, workforce, and research needs” (TN Higher Educ. Master Plan, 2018).

FEASIBILITY STUDY

A feasibility study was commissioned by the School of Agriculture and completed by TTU faculty members Dr. Ferdinand DiFurio (Professor, Department of Economics, Finance and Marketing), Dr. Steve Isbell (Professor, Department of Economics, Finance and Marketing) and Yolunda Nabors (Lecturer, Department of Economics, Finance and Marketing).

The Bureau of Labor Statistics (BLS) uses several different occupational definitions in the Life, Physical and Social Science category, including Agricultural and Food Scientists (Bachelor's, \$62,910), Conservation Scientists and Foresters (Bachelor's, \$60,970) and Environmental Scientists and Specialists (Bachelors, \$69,400).¹ (BLS, Appendix B-1). In addition, many within the field of Agriculture work as educators in a vocational, post-secondary, academic, or extension-education setting (i.e. High School Teachers = \$59,170). Although the proposed program may impact several occupations, this report focuses on the most relevant. Since the program being proposed has a focus on Sustainable Agriculture, the BLS definition of Agriculture and Food Scientists is used for the majority of this analysis. The BLS describes this occupation for those that work in the field of agriculture safety, products, and agricultural institutions.

¹ Degree held and Median salary listed for each as determined by the BLS.

To gain an understanding of what other schools offer in this area, and to justify the use of the occupations in this study for the market analysis, a brief summary is provided.

- Washington State University describes their existing Masters of Science degrees in Agriculture as follows: “the mission of the Master of Science in Agriculture degree program is to enhance the career trajectory of the agricultural professionals, practitioners, and educators by improving their ability to apply new and emerging scientific findings and technologies to the advancement and expansion of their disciplines....” (WSU, Appendix B-13).
- The definition offered by UC Davis’ undergraduate degree in Sustainable Agriculture and Food Systems has a “major focus on the social, economic, and environmental aspects of agriculture and develop a thorough understanding of food cycle from farm to table and beyond.”² (UC Davis). The authors of this degree program claim that their degree prepares students for careers in production and management, education, and policy positions in economics and related fields. A few of the employers they mention on their site are: non-profits, government agencies, community-based entities, private sector firms, and wildlife sanctuaries (UC Davis, Appendix B-14).
- Iowa State University offers a Master’s degree and a PhD degree in Sustainable Agriculture. Some of the classes offered in these programs include Foundations of Sustainable Agriculture, Sustainable Agriculture Colloquium, Statistical Methods for Research Workers, and Agroecosystems Analysis. In addition, they offer this definition: “Sustainable agriculture can be described in many ways -- satisfying the food and income requirements of farmers, providing people with a healthy and affordable diet, protecting environmental quality and human health, and contributing to the vitality of rural and urban communities.” (Iowa, Appendix B-15).
- Michigan State University offers a minor in Sustainable Agriculture. Some of the classes offered within the minor include Introduction to Sustainable Agriculture and Food Systems, Sustainable Farm: Food System Field Course, and Agriculture Ecology (MI, Appendix B-16).
- Finally, UTK’s Institute of Agriculture offers an Elements of Sustainability (IOA, Appendix B-17). Some of the topics they place under sustainability are Integrated Pest Management, Soil Conservation, Nutrient Management, and Marketing techniques.³

Although there is variation in the definition of sustainable agriculture and also what degree programs offer, it can be concluded that a proposed Master’s Degree in Sustainable Agriculture prepares students for careers in many fields related to agriculture, the environment, science and management.

Potential Student interest

Survey Overview

A survey instrument was designed by TTU faculty in the Colleges of Business, Agriculture and Human Ecology to determine the attractiveness of this potential degree program to students. The results from the survey instrument, in compilation with other report information, will be used to determine the program’s potential.

² <https://www.ucdavis.edu/majors/sustainable-agriculture-and-food-systems/>

³ <http://tnsare.ag.utk.edu/elements.html>

Survey Methods

The online survey instrument was developed using Qualtrics⁴, and was distributed to current TTU undergraduates majoring in Agriculture. Also, graduates of the Agriculture program between years 2008-2018 were surveyed. The survey was administered via email invitation to students and alumni from September 28, 2018 until October 7, 2018. During this period, recipients were reminded of the survey and encouraged to participate. Each survey group received the same survey instrument though the alumni survey also included questions concerning employer support for their interest in the proposed program.

Questions addressed key areas of importance such as strength of interest in the proposed program, potential date of enrollment, and benefits of program completion. Demographic information was also collected.

Description of Sample

Alumni and current undergraduates of Agriculture were invited to participate in the survey.⁵ Of the 680 alumni surveyed, 128 responded for a 18.82% response rate. Forty-four percent of alumni respondents are currently employed in the field of agriculture and 26.47% are currently employed outside the field of Agriculture but are looking for employment in the field. Twenty-one are employed outside the field but are not looking for employment in the Agricultural field. Of the 320 undergraduate students surveyed, 75 responded for a 23.44% response rate.⁶

Results

The response rates of both groups were satisfactory for the purpose of this study. Approximately 20% of alumni respondents signaled high interest in the start-up of this program offering, with almost 22% of TTU alumni desiring to enroll in the program immediately if the program commenced in Fall 2019. The prospect of alumni enrollment grows in year 2021 by 34%. Eighty-five percent of alumni indicate a part-time program attendance. Fifty-three percent of employed alumni respondents express at least some employer benefits and/or support if enrolled in the proposed program, with 11% revealing a requirement or encouragement by employers for a degree in sustainable agriculture.

Twenty-one percent of undergraduate respondents were very interested in the program, and 65% moderately interested. A majority of the undergraduate students estimated enrolling in the program within 2-4 years of the program commencement. Sixty-three percent of undergraduate participants indicated they would attend full time. The complete survey results are provided in **Appendix C**.

Local and Regional Need/Demand

The Bureau of Labor Statistics (BLS) provides information on the Agriculture and Food Scientist within the broader category of Life, Physical and Social Science. However, there is not reliable data for fields in Agricultural and Food Scientists for the local region, such as for Middle Tennessee or the Upper Cumberland Region, there is data available for related occupations for the state of TN. One potential occupation to consider as an alternative is Agricultural Sciences Teachers, Postsecondary, which the website careeronestop.org describes as “teach courses in the agricultural sciences. This occupation includes teachers of agronomy, dairy

⁴ <https://www.tntech.edu/institute/services/qualtrics-software>

⁵ Only alumni who graduated within the years 2013-2018 were surveyed. Some alumni are employers in the field.

⁶ Approximately two undergraduate participants and 35 alumni respondents partially completed the survey. Their inputs are retained in the results.

sciences, fisheries management, horticultural sciences, poultry sciences, range management, and agricultural soil conservation, and includes both teachers primarily engaged in teaching and those who do a combination of teaching and research (Career, Appendix B-7).

The short-run employment projection for TN from 2017-2019 for Agricultural Sciences Teachers, Postsecondary is an increase from 300 to 320 jobs (5.3%), with an average annual number of job openings of 30. For the nation, there are a reported 12,600 jobs in this field for 2016 with a forecasted number of jobs in 2026 at 13,600. The average yearly forecast for job openings over the period 2016-2026 for the nation is 1,100 (PC, Appendix B-8).

Within the Agricultural Sciences Teachers, Postsecondary occupation, 44% hold a doctoral degree, 33% Master's, and 17% Bachelor's degree. The long-run employment projection for TN from 2016-2026 for Agricultural Sciences Teachers, Postsecondary is an increase from 350 to 370 jobs (6.6%), with an average annual number of job openings equal to 30 (PC, Appendix B-9).

Those seeking to obtain a Master's Degree in Sustainable Agriculture are likely to find employment in other, related sectors to Agricultural and Food Scientists and Agricultural Science Teachers, Postsecondary occupations. Table 2 shows related occupations along with their potential employers and compensation levels.

Table 1. Related Occupations, Employers, Incomes and Employment Forecast

Related Occupation	Largest Employers	Median annual wage	Percent change Forecast in employment 2016-2026
Conservation Scientists and Foresters ⁷	Federal, State, and Local Govts., Social Advocacy Orgs., and Professional, scientific, and technical services.	\$61,480	6% ⁸
Environmental Scientists and Specialists	Management, scientific, and technical consulting, Federal, State and Local Govts. And Engineering firms.	\$69,400	7% ⁹

⁷ Information here is only given for the Conservation Scientist and excludes comparisons for Foresters.

⁸ <https://www.bls.gov/ooh/life-physical-and-social-science/conservation-scientists.htm#tab-6>

⁹ <https://www.bls.gov/ooh/life-physical-and-social-science/environmental-scientists-and-specialists.htm#tab-6>

Data tabulated by BLS for Environmental Scientists and specialists, including health, and physical scientists, but the statistic reported here is for Total, all occupations.

Education, Training, and Library: High School Teachers	Elementary and Secondary Schools: Local and Private	\$59,170	8% ¹⁰
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Employer need/demand

This section includes background data and information about salary and employers. The BLS provides information on the Agriculture and Food Scientist within the broader category of Life, Physical and Social Science.¹¹ Their definition for these occupations is to “research ways to improve the efficiency and safety of agricultural establishments and products” (BLS, Appendix B-2).

For the Agriculture and Food Scientist, the median salary and per hour rate were \$62,910 and \$30.25 respectively. An observational comparison reveals the median salary to be in-line with related occupation mentioned above (BLS, Appendix B-2).

The pay for Agricultural and Food Scientists in 2017 within their most represented industries were as follows: Research and development in the physical, engineering, and life sciences (\$75,110) ; Management, scientific, and technical consulting services (\$67,950) ; Government (\$62,250) ; Food manufacturing (\$59,400) ; Colleges, universities, and professional schools ; state, local and private (\$52,910) (BLS, Appendix B-3).

The largest employers of Agricultural and Food Scientists were, in order of largest to smallest, Food manufacturing, Colleges, universities, professional schools, Research and Development entities, Government, and Management Science services (BLS, Appendix B-4).

The government projects a 7% growth in jobs for Agricultural and Food Scientists for the period 2016 to 2026 nationally. This growth is attributed primarily to a projected need in the future for crop production in food and raw materials, sustainable crop production techniques to preserve environmental resources, and innovation and techniques in the field of agriculture and related fields (BLS, Appendix B-5).

Most work within the occupation of Agricultural and Food Science requires a bachelor's degree. The BLS states that many majors in agricultural science find employment in farming specialties and closely related fields. The bachelor's degree is also beneficial to those in the field seeking managerial positions in the agricultural sector.

The BLS points out that advanced degrees prepare students for experimental analysis in the field. This skillset as part of a Master's in Sustainable Agriculture will likely improve the practitioner's capability to apply the criteria of sustainability (BLS, Appendix B-6).

¹⁰ <https://www.bls.gov/ooh/education-training-and-library/high-school-teachers.htm#tab-6>

Data tabulated for High School Teachers, which carried the most relevance potentially with the proposed Master's Degree in Sustainable Agriculture.

¹¹ The other broad category entitled Farming, Fishing, and Forestry Occupations includes an occupational sub-heading entitled Agriculture Workers. The BLS definition here refers to “maintain crops and tend to livestock. They perform physical labor and operate machinery under the supervision of farmers, ranchers, and other agriculture managers. Based on the School of Agriculture's proposed Master's Degree in Sustainable Agriculture, the aforementioned definition was ruled out as a primary focus for this study.

Future sustainable need/demand as evidenced in letters from employers (**Appendix D**) of increased need, preference for proposed degree, willingness to pay increased salaries for proposed degree, and that the demand for graduates is sustainable, i.e. exceeds beyond the three years of the program, if approved.

External Research

Tennessee is expected to experience a 2% growth rate in state GDP for 2019. The state is also expected to have a relatively low average unemployment rate of 3.1% for 2019 (UTK, Appendix B-10).

Of particular interest for this study is the outlook for Tennessee's Agricultural and Rural Economy, which will provide information on the value of the proposed Master's Degree in Sustainable Agriculture. For the degree holder in Sustainable Agriculture, the majority of employment is likely to be within the sectors of Tennessee's rural economy (UTK, Appendix B-10). Such state programs as the Conservation Reserve Program and the Environmental Quality Incentives Program are growing and will likely offer employment opportunities those with backgrounds in sustainable agriculture (UTK, Appendix B-11). Local farming and farmer's markets are expected to be on the rise in TN, and will likely require labor market expertise in sustainable agriculture.

The report cites four areas of improvement made in the Governor's Rural Challenge for TN: 1) advance agriculture and natural resources into Tennessee's business strategy, 2) enhance the regulatory environment, 3) grow market opportunities for farm producers, and increase and improve the labor market in agricultural related fields through training and higher education (UTK, Appendix B-12).

Additionally, the report highlights the progress on the educational aspect, pointing out increases in certificate programs and increases in the number of agricultural degrees awarded throughout the state (UTK, Appendix B-12). Overall, the report emphasizes a connection of the "Agri-forestry" industry in TN to the viability of rural communities throughout the state. It is likely that the proposed Master's Degree in Sustainable Agriculture will contribute to this progress outlined in this report.

Summary analysis and potential viability

Agriculture in the United States will likely continue to thrive well into the future. Despite changing conditions in international trade, such as shifts in resource endowment intensities across countries, the U.S. should maintain a comparative advantage in traditional land intensive sectors. The amount of arable land suitable for farming is likely to support an increased demand for labor in agricultural sectors.

Output markets will dictate how input markets, such as the labor demand and supply, will change. If there is a steady increase in the labor demand combined with a slower boost to labor supply for agricultural jobs over time, this is likely to raise the nominal wage within these fields.

Since sustainable agriculture covers a wide-range of occupational definitions, it remains difficult to predict which areas will see rising compensation rates. The nature of the proposed Master's Degree in Sustainable Agriculture, being broad-based and diverse in definition, may face some challenges in the short-run identifying its target market. But over time, due to the wide range of occupational definitions as highlighted in this report, such as Agricultural Sciences Teachers, Postsecondary, the proposed degree program may become attractive to those seeking advancement in their careers. Thus, this program is likely to be viable in the long-term.

This long-term viability forecast may also be supported by the Governor's report outlined in the External Research section. It should be recognized that with an increased level of state-supported programs in the Agricultural sector, the demand for advanced degrees in the agricultural field is likely to gain momentum over time.

General Disclaimer

Independence: The thoughts and views of the authors of this study are based on their professional judgement and were not influenced by an outside party and do not present a known conflict of interest.

The Economics: Making predictions on the viability of a new academic program in the short and long run depends on many factors, many of which are not measured in this study. Input (labor market) and output markets play a critical role in this process. For instance, it is important to understand how a new degree will affect labor markets, and thus, the nominal wage. There are also feedback effects to consider regarding how the market influences the degree.

Ideally, understanding an output or input market begins with characterizing the structure of the market along a spectrum. The four main market structures in the output market are the Monopoly, Oligopoly, Monopolistic Competition, and Perfect Competition. Similar structures exist for the input markets. This study does not include an analysis of market structure.

Although earnings in the marketplace are not the only return one receives for their talents and skills, the focus of this study is largely on the monetary aspect associated with a proposed degree program. This study places a large focus on input markets, but does not consider the wide range of nonmonetary factors that may encourage someone to seek a new degree.

The interplay between output and input markets, the timing of these markets, and economic shocks, are just some of the elements that should be accounted for in the prediction process. Overall, this makes forecasting very complex and difficult. Because these factors are not considered here, caution should be taken when considering the summary analysis in this study.

PROGRAM COSTS/REVENUES

The School of Agriculture will utilize existing campus resources and requested additional resources to develop, launch and support the Master of Sustainable Agriculture degree program. The degree program will be hybrid in nature – faculty will utilize on-campus laboratories and facilities to teach both face-to-face and on-line courses utilizing the latest pedagogical technology. Additional resources will be used to purchase new research equipment, expand existing laboratory space, hire one full-time faculty member to coordinate the degree program as well as teach courses, conduct research and advise students. If adjunct faculty are needed to meet the demands of the curriculum their salaries will be covered through student access fees generated by the graduate program. Additionally, part-time administrative support will be cost-shared with the School of Agriculture. A full report of projected costs and revenue are presented in **Appendix A**.

STUDENT ENROLLMENT PROJECTIONS

Table 2 represents and estimated headcount, full and part-time equated enrollment and the number of graduates for a complete program cycle.

Table 2. Estimated enrollments in the graduate program for the School of Agriculture

Year	*Full-Time Headcount	**Part-time Headcount	Total Year Headcount	Graduates
1	8	6	14	0
2	10	8	18	7
3	12	10	22	16
4	12	10	22	20
5	12	10	22	22

Note. *=students completing 9 cr. hrs./semester; **=students completing 6 cr. hrs./semester

Anticipated revenue from tuition and fees calculated at instate tuition rates (see Financial Projections spreadsheet in **Appendix A**).

Existing Programs Offered at Public and Private Tennessee Institutions

In August 2018, THEC Academic Programs Inventory (<http://www.thec.ppr.tn.gov/APISearch>), reported eleven master level degree programs using the various Federal CIP codes reflecting agriculture (01.000 through 01.1202). None of these programs (Table 4) duplicates the programs proposed by Tennessee Tech.

Table 3. Current Master's Degree Programs in Tennessee August 2018.

Institution	Degree title/major	Federal CIP
Tennessee State University	Agricultural Science	01.01.0000.00
University of Tennessee, Martin	Agriculture & Natural Resource Systems Management	01.01.0101.00
University of Tennessee, Knoxville	Agricultural Economics	01.01.0103.00
Middle Tennessee State University	Horse Science	01.01.0307.00
University of Tennessee, Knoxville	Agricultural Leadership, Education & Communication	01.01.0801.00
University of Tennessee, Knoxville	Animal Science	01.01.0901.00
University of Tennessee, Knoxville	Food Science & Technology	01.01.1001.00
University of Tennessee, Knoxville	Plant Sciences	01.01.1101.01
University of Tennessee, Knoxville	Entomology & Plant Pathology	01.01.1105.00
University of Tennessee, Knoxville	Environmental & Soil Science	01.01.1202.00

Of the above identified programs, **none appear to offer the same educational options as this proposal.** Although there are similar components found in all upper level agriculturally related degrees, none address the unique interdisciplinary found in the Master of Science in Sustainable Agriculture proposal.

Tennessee Higher Education Commission
Appendix A: THEC Financial Projections
Tennessee Tech University
M.S. Degree in Sustainable Agriculture

Seven-year projections are required for doctoral programs.

Five-year projections are required for baccalaureate and Master's degree programs

Three-year projections are required for associate degrees and undergraduate certificates.

Projections should include cost of living increases per year.

Planning year projections are not required but should be included when appropriate.

	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
I. Expenditures							
A. One-time Expenditures							
New/Renovated Space ¹	\$ -	\$ 150,000	\$ 150,000	\$ 50,000	\$ -	\$ -	\$ -
Equipment	-	25,000	25,000	15,000	-	-	-
Library	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Sub-Total One-time	\$ -	\$ 175,000	\$ 175,000	\$ 65,000	\$ -	\$ -	\$ -
B. Recurring Expenditures							
Personnel							
Administration							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Sub-Total Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Faculty							
Salary	\$ -	\$ 70,000	\$ 72,100	\$ 74,200	\$ 76,300	\$ 78,400	\$ -
Benefits	-	33,200	34,144	35,090	36,038	36,989	-
Sub-Total Faculty	\$ -	\$ 103,200	\$ 106,244	\$ 109,290	\$ 112,338	\$ 115,389	\$ -
Support Staff							
Salary	\$ -	\$ 13,000	\$ 13,260	\$ 13,525	\$ 13,796	\$ 14,072	\$ -
Benefits	-	5,460	5,569	5,681	5,794	5,910	-
Sub-Total Support Staff	\$ -	\$ 18,460	\$ 18,829	\$ 19,206	\$ 19,590	\$ 19,982	\$ -
Graduate Assistants							
Salary	\$ -	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)	-	27,422	28,518	29,660	30,846	32,080	-
Sub-Total Graduate Assistants	\$ -	\$ 51,422	\$ 52,518	\$ 53,660	\$ 54,846	\$ 56,080	\$ -
Operating							
Travel	\$ -	\$ 3,000	\$ 3,000	\$ 6,000	\$ 7,000	\$ 7,000	\$ -
Printing	-	-	-	-	-	-	-
Equipment	-	5,000	-	1,500	-	-	-
Other	-	6,000	6,000	6,000	6,000	6,000	-
Sub-Total Operating	\$ -	\$ 14,000	\$ 9,000	\$ 13,500	\$ 13,000	\$ 13,000	\$ -
Total Recurring	\$ -	\$ 187,082	\$ 186,591	\$ 195,656	\$ 199,774	\$ 204,451	\$ -

TOTAL EXPENDITURES (A + B)	\$ -	\$ 362,082	\$ 361,591	\$ 260,656	\$ 199,774	\$ 204,451	\$ -
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*If tuition and fees for Graduate Assistants are included, please provide the following information.

Base Tuition and Fees Rate	\$ -	\$ 13,711.00	\$ 14,259.00	\$ 14,830.00	\$ 15,423.00	\$ 16,040.00	\$ -
Number of Graduate Assistants	-	2	2	2	2	2	-

	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
II. Revenue							
Tuition and Fees ²	-	185,700	246,856	312,610	325,114	338,119	-
Institutional Reallocations ³	-	177,342	114,735	(51,954)	(125,340)	(133,668)	-
Federal Grants ⁴	-	-	-	-	-	-	-
Private Grants or Gifts ⁵	-	-	-	-	-	-	-
Other ⁶	-	-	-	-	-	-	-
BALANCED BUDGET LINE	\$ -	\$ 363,042	\$ 361,591	\$ 260,656	\$ 199,774	\$ 204,451	\$ -

Notes:

(1) Provide the funding source(s) for the new or renovated space.

Grant funds, alumni support, and University support

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

Tuition and fee revenue will be generated in the first year.

Faculty calculations assume 40% benefits and 2% raise each year

GA tuition assumes 9 credit enrollment in Fall and Spring semesters, and 6 credit enrollment in summer; assumes 4% increase in tuition costs each year.

(3) Identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

N/A

(4) Provide the source(s) of the Federal Grant including the granting department and CFDA(Catalog of Federal Domestic Assistance) number.

N/A

(5) Provide the name of the organization(s) or individual(s) providing grant(s) or gift(s).

N/A

(6) Provide information regarding other sources of the funding.

Staff support person cost is split with the School of Human Ecology; assumes 2% raise and 42% fringe benefits.

Intentionally Left Blank

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B-1

The screenshot shows the official website of the Bureau of Labor Statistics (BLS) for the Occupational Outlook Handbook. The top navigation bar includes links for Home, Subjects, Data Tools, Publications, Economic Releases, Students, Beta, and various search functions. The main title is "OCCUPATIONAL OUTLOOK HANDBOOK" under the heading "Agricultural and Food Scientists". Below the title, there's a "Summary" section with tabs for "What They Do", "Work Environment", "How to Become One", "Pay", "Job Outlook", "State & Area Data", "Similar Occupations", and "More Info". A "Quick Facts" box provides key statistics: 2017 Median Pay (\$62,910 per year, \$30.25 per hour), Typical Entry-Level Education (Bachelor's degree), Work Experience in a Related Occupation (None), On-the-Job Training (None), Number of Jobs in 2016 (43,000), Job Outlook 2016-26 (7% growth), and Employment Change 2016-26 (3,100). To the right of the summary is a video player showing a person working with plants. The page also includes sections for "What Agricultural and Food Scientists Do" (describing research to improve efficiency and safety), "Work Environment" (laboratories, offices, field), "How to Become an Agricultural or Food Scientist" (bachelor's degree from an accredited postsecondary institution), "Pay" (median annual wage of \$62,910), "Job Outlook" (7% growth from 2016 to 2026), and "State & Area Data" (resources for employment and wages).

<https://www.bls.gov/ooh/life-physical-and-social-science/agricultural-and-food-scientists.htm#tab-8>

<https://www.bls.gov/ooh/life-physical-and-social-science/agricultural-and-food-scientists.htm>

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Agricultural and Food Scientists

EN ESPAÑOL | PRINTER-FRIENDLY

Summary **What They Do** **Work Environment** **How to Become One** **Pay** **Job Outlook** **State & Area Data** **Similar Occupations** **More Info**

Summary

Quick Facts: Agricultural and Food Scientists	
2017 Median Pay	\$62,910 per year \$30.25 per hour
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2016	43,000
Job Outlook, 2016-26	7% (As fast as average)
Employment Change, 2016-26	3,100

What Agricultural and Food Scientists Do
Agricultural and food scientists research ways to improve the efficiency and safety of agricultural establishments and products.

Work Environment
Agricultural and food scientists work in laboratories, in offices, and in the field. Most agricultural and food scientists work full time.

How to Become an Agricultural or Food Scientist
Agricultural and food scientists need at least a bachelor's degree from an accredited postsecondary institution, although many get advanced degrees.

Pay
The median annual wage for agricultural and food scientists was \$62,910 in May 2017.

Job Outlook
Overall employment of agricultural and food scientists is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations. Employment of agricultural and food scientists is projected to grow as research into agricultural production methods and techniques continues.

State & Area Data
Explore resources for employment and wages by state and area for agricultural and food scientists.



(BLS). Occupational Outlook Handbook. United States Department of Labor. Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

<https://www.bls.gov/ooh/life-physical-and-social-science/agricultural-and-food-scientists.htm#tab-5>

B-3

BUREAU OF LABOR STATISTICS

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OCCUPATIONAL OUTLOOK HANDBOOK

Occupational Outlook Handbook > Life, Physical, and Social Science >
Agricultural and Food Scientists

EN ESPAÑOL FRIENDLY

Search Handbook Go

Summary What They Do Work Environment How to Become One Pay Job Outlook State & Area Data Similar Occupations More Info

Pay

The median annual wage for agricultural and food scientists was \$62,910 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$37,890, and the highest 10 percent earned more than \$116,520.

Median annual wages for agricultural and food scientists in May 2017 were as follows:

Food scientists and technologists	\$63,660
Soil and plant scientists	62,430
Animal scientists	60,760

In May 2017, the median annual wages for agricultural and food scientists in the top industries in which they worked were as follows:

Research and development in the physical, engineering, and life sciences	\$75,110
Management, scientific, and technical consulting services	67,950
Government	66,250
Food manufacturing	59,400
Colleges, universities, and professional schools; state, local, and private	52,910

Agricultural and food scientists typically work full time.

About this section

Agricultural and Food Scientists
Median annual wages, May 2017

Occupation	Median Annual Wage
Life scientists	\$73,700
Agricultural and food scientists	\$62,910
Total, all occupations	\$37,690

Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

<- How to Become One Job Outlook ->

SUGGESTED CITATION
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Agricultural and Food Scientists, on the Internet at <https://www.bls.gov/ooh/life-physical-and-social-science/agricultural-and-food-scientists.htm> (visited October 11, 2018).

(BLS). Occupational Outlook Handbook. United States Department of Labor. Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

<https://www.bls.gov/ooh/life-physical-and-social-science/agricultural-and-food-scientists.htm#tab-3>

B-4

The screenshot shows the Bureau of Labor Statistics Occupational Outlook Handbook page for Agricultural and Food Scientists. The top navigation bar includes links for Home, Subjects, Data Tools, Publications (highlighted in red), Economic Releases, Students, and Beta. The Publications menu has sub-links for GOH HOME, OCCUPATION FINDER, GOH FAQ, GOH GLOSSARY, A-Z INDEX, GOH SITE MAP, and EN ESPAÑOL. A search bar for the handbook is also present. The main content area features a heading 'OCCUPATIONAL OUTLOOK HANDBOOK' and a sub-section for 'Agricultural and Food Scientists'. Below this, a sub-navigation bar offers links to Summary, What They Do, Work Environment (highlighted in blue), How to Become One, Pay, Job Outlook, State & Area Data, Similar Occupations, and More Info. The 'Work Environment' section discusses job distribution across various occupations and employer industries. It includes a photograph of two scientists in a lab and a text box stating that agricultural and food scientists spend most of their time in laboratories and offices. The 'How to Become One' section is partially visible at the bottom right.

Occupation	Jobs
Soil and plant scientists	19,900
Food scientists and technologists	17,000
Animal scientists	6,100

The largest employers of agricultural and food scientists were as follows:

Industry	Percentage
Food manufacturing	15%
Colleges, universities, and professional schools; state, local, and private	12
Research and development in the physical, engineering, and life sciences	10
Government	8
Management, scientific, and technical consulting services	8

Agricultural and food scientists work in laboratories, in offices, and in the field. They spend most of their time studying data and reports in a laboratory or an office. Fieldwork includes visits to farms or processing plants.

When visiting a food or animal production facility, agricultural and food scientists must follow biosecurity measures, wear suitable clothing, and tolerate the environment associated with food production processes. This environment may include noise associated with large production machinery, cold temperatures associated with food production or storage, and close proximity to animal byproducts.

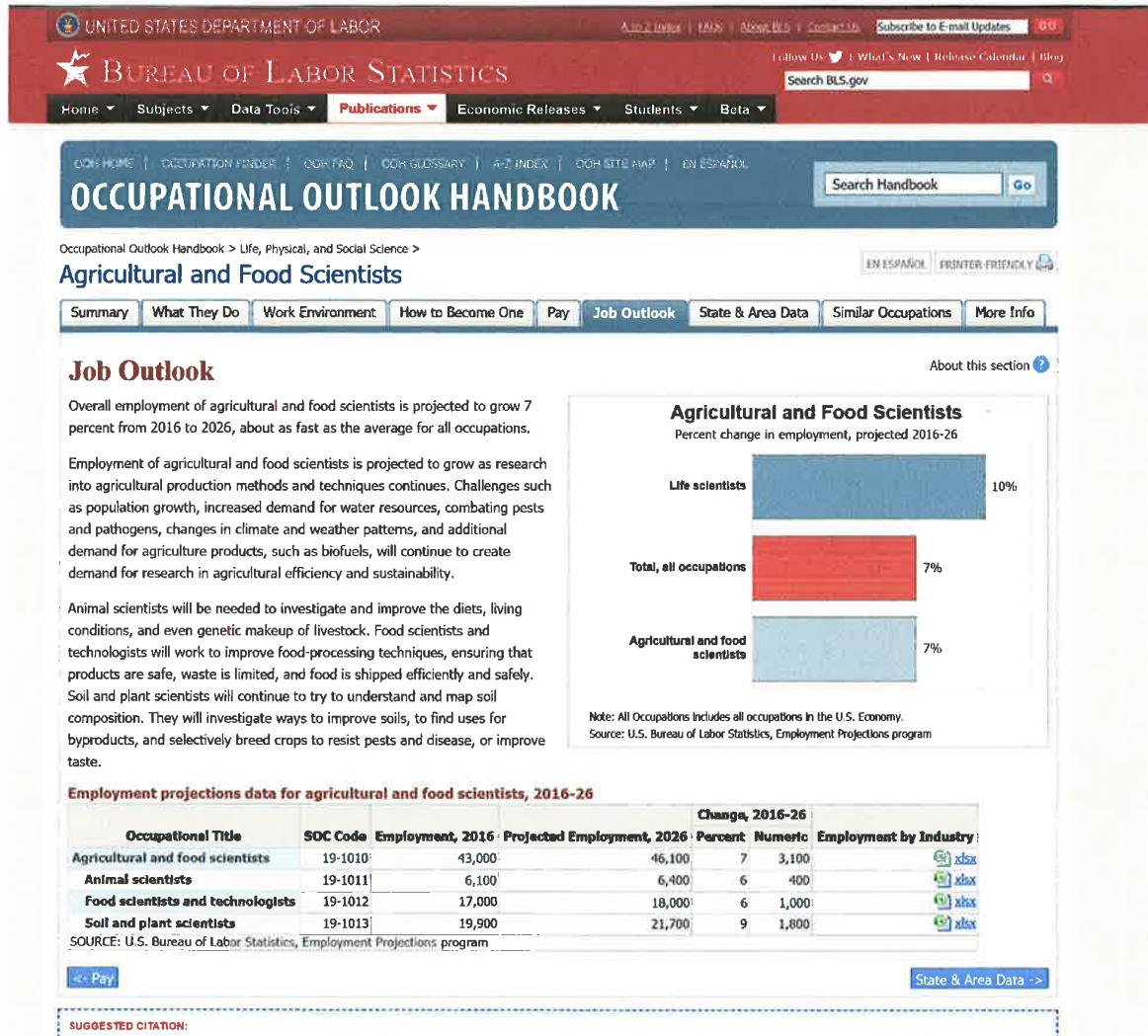
Certain positions may require travel, either domestic, international, or both. The amount of travel can vary widely.

Work Schedules
Agricultural and food scientists typically work full time.

<- What They Do How to Become One ->

(BLS). Occupational Outlook Handbook. United States Department of Labor. Bureau of Labor and Statistics (BLS). Accessed Fall 2018.
<https://www.bls.gov/ooh/life-physical-and-social-science/agricultural-and-food-scientists.htm#tab-6>

B-5



The screenshot shows the homepage of the Occupational Outlook Handbook. At the top, there's a navigation bar with links for "About BLS", "FAQs", "About BLS & Contact Us", "Subscribe to Email Updates", "Follow Us", "What's New", "Release Calendar", and "Blog". Below that is a search bar labeled "Search BLS.gov". The main header is "OCCUPATIONAL OUTLOOK HANDBOOK". Underneath it, a breadcrumb trail reads "Occupational Outlook Handbook > Life, Physical, and Social Science > Agricultural and Food Scientists". To the right are links for "EN ESPAÑOL" and "PRINTER-FRIENDLY". A navigation menu below the header includes "Summary", "What They Do", "Work Environment", "How to Become One", "Pay", "Job Outlook", "State & Area Data", "Similar Occupations", and "More Info".

Job Outlook

Overall employment of agricultural and food scientists is projected to grow 7 percent from 2016 to 2026, about as fast as the average for all occupations.

Employment of agricultural and food scientists is projected to grow as research into agricultural production methods and techniques continues. Challenges such as population growth, increased demand for water resources, combating pests and pathogens, changes in climate and weather patterns, and additional demand for agriculture products, such as biofuels, will continue to create demand for research in agricultural efficiency and sustainability.

Animal scientists will be needed to investigate and improve the diets, living conditions, and even genetic makeup of livestock. Food scientists and technologists will work to improve food-processing techniques, ensuring that products are safe, waste is limited, and food is shipped efficiently and safely. Soil and plant scientists will continue to try to understand and map soil composition. They will investigate ways to improve soils, to find uses for byproducts, and selectively breed crops to resist pests and disease, or improve taste.

Agricultural and Food Scientists

Percent change in employment, projected 2016-26

Occupation	Percent Change
Life scientists	10%
Total, all occupations	7%
Agricultural and food scientists	7%

Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment projections data for agricultural and food scientists, 2016-26

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-26	Percent	Numeric	Employment by Industry:
Agricultural and food scientists	19-1010	43,000	46,100	3,100	7	400	CSV XLS
Animal scientists	19-1011	6,100	6,400	300	6	400	CSV XLS
Food scientists and technologists	19-1012	17,000	18,000	1,000	6	1,000	CSV XLS
Soil and plant scientists	19-1013	19,900	21,700	1,800	9	1,800	CSV XLS

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

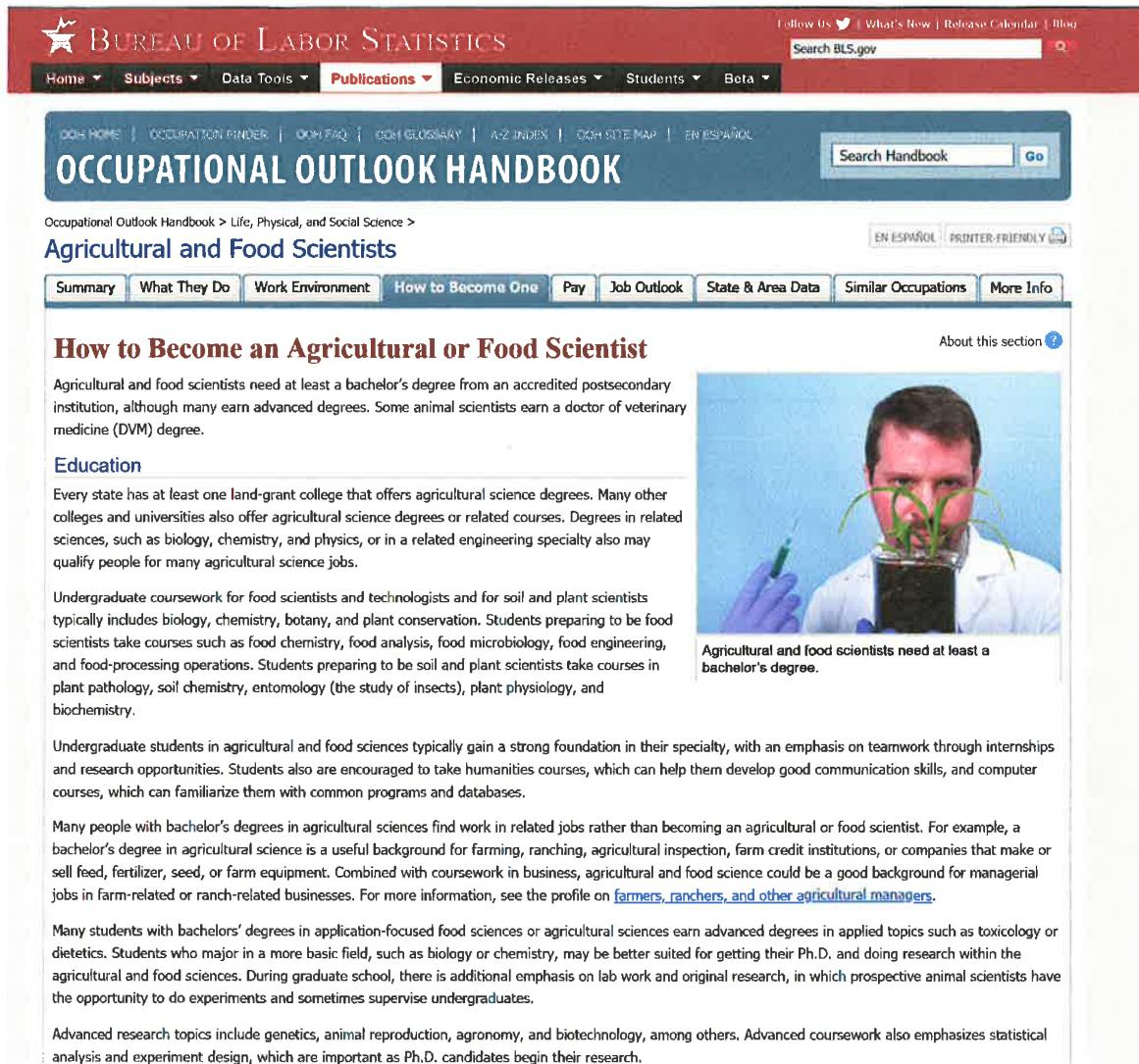
[Pay](#) [State & Area Data](#)

SUGGESTED CITATION:

(BLS). Occupational Outlook Handbook. United States Department of Labor. Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

<https://www.bls.gov/ooh/life-physical-and-social-science/agricultural-and-food-scientists.htm#tab-4>

B-6

The screenshot shows the homepage of the Bureau of Labor Statistics Occupational Outlook Handbook. The top navigation bar includes links for Home, Subjects, Data Tools, Publications (highlighted in red), Economic Releases, Students, Beta, Follow Us (Twitter icon), What's New, Release Calendar, and Blog. A search bar for "Search BLS.gov" is also present. Below the navigation is a blue header bar with the text "OCCUPATIONAL OUTLOOK HANDBOOK". Underneath the header, there are links for DOOH HOME, OCCUPATION PINDER, Q&A, GLOSSARY, A-Z INDEX, OOH SITE MAP, and EN ESPAÑOL. On the right side of the header is a search bar for "Search Handbook" with a "Go" button. The main content area is titled "Agricultural and Food Scientists". Below the title is a sub-navigation menu with links for Summary, What They Do, Work Environment, How to Become One, Pay, Job Outlook, State & Area Data, Similar Occupations, and More Info. The main article is titled "How to Become an Agricultural or Food Scientist". It discusses the education requirements, which state that agricultural and food scientists need at least a bachelor's degree from an accredited postsecondary institution. It also mentions that some earn advanced degrees like a doctor of veterinary medicine (DVM). The "Education" section notes that every state has at least one land-grant college offering agricultural science degrees. It details the coursework for food scientists, soil and plant scientists, and agricultural and food scientists. The "Work Environment" section highlights the strong foundation in teamwork through internships and research opportunities. The "Pay" section provides information on salaries. The "Job Outlook" section discusses the demand for these professionals. The "State & Area Data" section offers regional information. The "Similar Occupations" section lists related fields. The "More Info" section provides additional resources. An image of a man in a lab coat holding a small potted plant is shown, with the caption "Agricultural and food scientists need at least a bachelor's degree." There is also a link to "About this section".

(Career) Career One Stop. “Sponsored by the U.S. Department of Labor.” Accessed Fall 2018.

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=Agricultural%20Sciences%20Teachers,%20Postsecondary&onetcode=25104100&location=38506>.

B-7

The screenshot shows a career profile page for Agricultural Sciences Teachers, Postsecondary. The top navigation bar includes links for Explore Careers, Find Training, Job Search, Find Local Help, Toolkit, Resources For, and a search icon. Below the navigation is a sidebar with buttons for New Search, Show More, and Help. The main content area has a title 'Agricultural Sciences Teachers, Postsecondary'. It includes sections for 'Description: what do they do?' (teaching courses in agricultural sciences), 'Also known as' (listing various related roles like Agriculture Instructor and Professor), 'Career video' (a thumbnail image of a person in a classroom), 'Outlook: will there be jobs?' (with a sun and cloud icon and text indicating likely job growth), and 'Projected employment' (a table comparing Tennessee and United States projections). The table shows 350 for Tennessee and 12,600 for the United States.

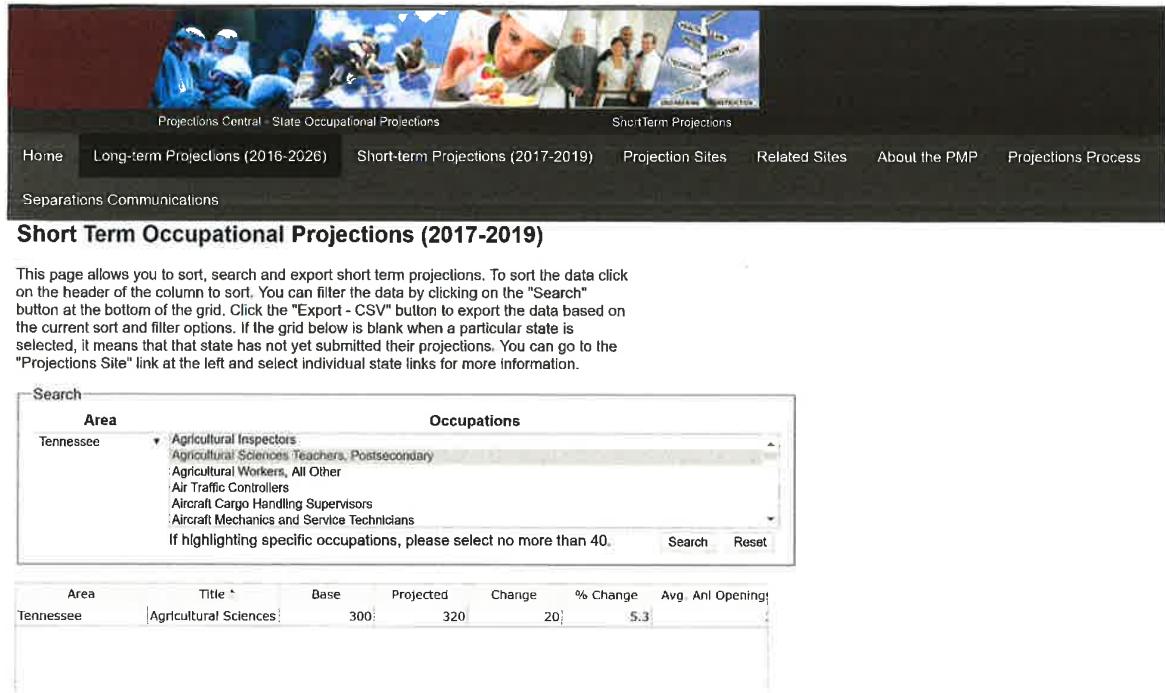
Tennessee	United States
350	12,600

Projected employment	
Tennessee	United States
350 2016 Employment	12,600 2016 Employment
370 2026 Employment	13,600 2026 Employment
7% Percent change	8% Percent change
30 Annual projected job openings	1,100 Annual projected job openings
Compare projected employment	



(PC). Projections Central. "State Occupational Projections." Accessed Fall 2018.
<http://www.projectionscentral.com/>
<http://www.projectionscentral.com/Projections/ShortTerm>

B-8



The screenshot shows the Projections Central website interface. At the top, there's a banner with four images: a medical team performing surgery, a person working on a construction site, a woman in a lab coat, and a group of people. Below the banner, the text "Projections Central - State Occupational Projections" and "Short Term Projections" is displayed. A navigation menu at the top includes links for Home, Long-term Projections (2016-2026), Short-term Projections (2017-2019), Projection Sites, Related Sites, About the PMP, and Projections Process. Below the menu, a link for Separations Communications is shown. The main content area is titled "Short Term Occupational Projections (2017-2019)". A search bar is present with the placeholder text "Search". Under "Occupations", a dropdown menu lists several categories under "Tennessee": Agricultural Inspectors, Agricultural Sciences Teachers, Postsecondary, Agricultural Workers, All Other, Air Traffic Controllers, Aircraft Cargo Handling Supervisors, Aircraft Mechanics and Service Technicians. Below this, a note says "If highlighting specific occupations, please select no more than 40." There are "Search" and "Reset" buttons. A table below shows projected data for Agricultural Sciences in Tennessee:

Area	Title ^	Base	Projected	Change	% Change	Avg. Anl Opening
Tennessee	Agricultural Sciences	300	320	20	5.3	

(PC). Projections Central. "State Occupational Projections." Accessed Fall 2018.
<http://www.projectionscentral.com/>
<http://www.projectionscentral.com/Projections/LongTerm>

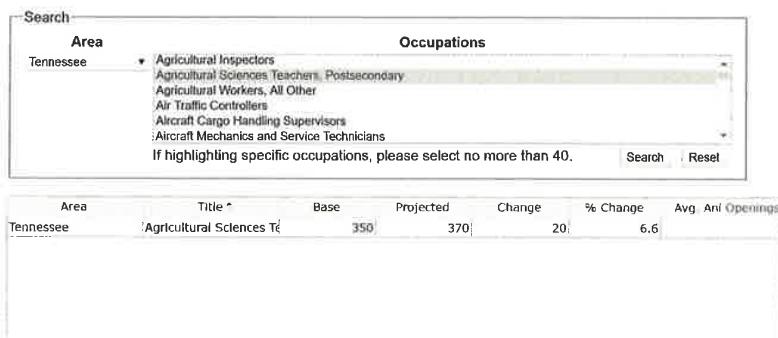
B-9



The screenshot shows the homepage of Projections Central. At the top, there's a banner featuring four professionals: a welder, a teacher, a chef, and a pilot. Below the banner, the text "Projections Central - State Occupational Projections" and "LongTerm Projections" is displayed. A navigation bar follows, containing links for "Home", "Long-term Projections (2016-2026)", "Short-term Projections (2017-2019)", "Projection Sites", "Related Sites", "About the PMP", and "Projections Process". Below the navigation bar, a link for "Separations Communications" is visible.

Long Term Occupational Projections (2016-2026)

This page allows you to sort, search and export long term projections. To sort the data click on the header of the column to sort. You can filter the data by clicking on the "Search" button at the bottom of the grid. Click the "Export - CSV" button to export the data based on the current sort and filter options. If the grid below is blank when a particular state is selected, it means that that state has not yet submitted their projections. You can go to the "Projections Site" link at the left and select individual state links for more information.

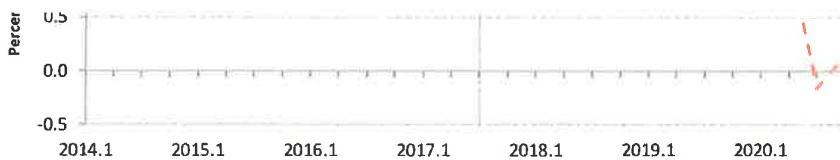


The screenshot shows the "Long Term Occupational Projections" page for Tennessee. At the top, there's a search interface with a dropdown menu for "Area" set to "Tennessee" and a list of "Occupations" including "Agricultural Inspectors", "Agricultural Sciences Teachers, Postsecondary", "Agricultural Workers, All Other", "Air Traffic Controllers", "Aircraft Cargo Handling Supervisors", and "Aircraft Mechanics and Service Technicians". Below the search interface is a table with the following data:

Area	Title ^	Base	Projected	Change	% Change	Avg Anl Openings
Tennessee	Agricultural Sciences Te	350	370	20	6.6	

(UTK) Boyd Center for Business and Economic Research. "An Economic Report to the Governor of the State of Tennessee." Haslam College of Business. UTK. 2018.

B-10



Source: Bureau of Labor Statistics; IHS Markit™, U.S. Economic Outlook, December 2017 (copyright); and UT Boyd CBER.

2.4. Tennessee Forecast at a Glance

- Tennessee's inflation-adjusted GDP will see 2.1 percent growth next year followed by 2.0 percent growth in 2019.
- Nonfarm jobs in Tennessee will advance 1.4 percent and 1.2 percent in 2018 and 2019. Manufacturing job gains will slow appreciably from the pace of the last two years.
- The state unemployment rate will remain at historic lows and average 3.1 percent in 2018 and 2019, respectively.
- Tennessee personal income will be up 4.3 percent in 2018 and 2019.

2.5. Tennessee's Agricultural and Forest Industries and Rural Economy

Introduction

Tennessee's agri-forestry industrial complex includes the supply chain from farm and forest to consumers of the end products, such as retail foods, clothing, paper, and furniture. The agri-forestry industrial complex includes suppliers of primary goods - food and fiber crops and livestock farming, first-stage forestry (e.g., timber removal and sawmills), and the production of agricultural inputs (i.e., agricultural machinery, fertilizers, soil

amendments, and herbicides) that support farming and first-stage forestry. The complex also includes downstream manufacturers of food and fiber products (i.e., food and beverage products, textiles and textile products, wood, paper, and furniture products) that demand goods from farming and first-stage forestry operations.

This section of the report focuses on economic indicators for three main areas related

(UTK) Boyd Center for Business and Economic Research. "An Economic Report to the Governor of the State of Tennessee." Haslam College of Business. UTK. 2018.

B-11

CHAPTER 2 | The Tennessee Economy: Short-term Outlook

2.5. Tennessee's Agricultural and Forest Industries and Rural Economy, continued

consecutive, above-trend-line national average yields. Record crop production has been achieved through higher yields, as a result of improved production technologies and farm management, and beneficial growing conditions for most of the nation's primary row crop production regions. In the summer of 2017, the Northern Plains experienced severe drought, although the impact on national corn and soybean production was limited. Although spring wheat production was most affected by the drought, record global wheat production and large U.S. stocks have resulted in a negligible price response. In recent years, global production of corn, cotton, soybeans, and wheat have outpaced demand. As a result, substantial global reserves have been built, depressing global prices. In spite of large global supplies, U.S. exports continue to be a major factor in determining farm gate prices for U.S. row crop producers. For the 2017-2018 marketing year, exports are projected to be 13 percent, 69 percent, 51 percent, and 56 percent of total U.S. corn, cotton, soybean and wheat production, respectively (USDA/OCE 2017). Compared to peak prices in 2012, Tennessee's 2016 marketing year average farm gate prices for corn, cotton, soybean and wheat are down 50 percent, 5 percent, 33 percent and 33 percent, respectively (USDA/NASS 2017h). Tennessee price decreases are indicative of national and global price trends. Since 2014 row crop profit margins have tightened substantially with many producers suffering from low or negative net returns. Record corn and soybean yields in 2017 will assist farm's bottom lines but low prices will eliminate the possibility of a financial windfall.

Safety Net Payments

The Agricultural Act of 2014 provided dramatic changes to the three key components of the federal government's safety net for row crop farmers – 1) commodity programs, 2) conservation programs, and 3) crop insurance. Commodity program payments to Tennessee producers for the 2016 crop year (payments received by producers in the 2017 calendar year) were \$59.8 million from Agriculture Risk Coverage (ARC) and \$7.5 million

from Price Loss Coverage (PLC), up substantially from 2015 (\$40.3 million for ARC and \$3.6 million for PLC). The increase in payments to producers is indicative of the dramatic decreases in commodity prices and producer profitability compared to the previous five years (USDA/FSA 2016a). Payments under the ARC program are likely to decrease for the 2017 crop year and substantially for the 2018 crop year due to sustained low prices reducing the five-year Olympic average and reducing the ARC revenue benchmark.

Conservation programs provide producers with options on how to manage land and environmental resources on their farms. The two most utilized conservation programs in Tennessee are the Conservation Reserve Program (CRP) and the Environmental Quality Incentives Program (EQIP). For 2016 through 2030, Tennessee has 140,355 acres enrolled in the CRP program. The counties with the most acres enrolled are Fayette (13,337), Haywood (10,649), and Carroll (9,649) (USDA/FSA 2016b). In 2016, the EQIP program had total obligations (payments and cost share) to Tennessee producers of \$35.5 million, up 32 percent from 2015 (USDA/NRCS 2017). Federal crop insurance continues to be an important risk management tool for Tennessee producers to protect against price, revenue, and production risk during the growing season. For the 2017 crop year, 24,489 policies were sold covering liabilities of \$990.2 million. Total crop insurance premiums were \$107.7 million (\$72.7 million paid by the federal government and \$35 million paid by producers) (USDA Risk Management Agency 2017).

Looking forward to 2018, substantial changes in domestic farm policy could occur as the next Farm Bill is developed in Congress. Contentious issues that could directly affect Tennessee producers that are likely to emerge in the forthcoming negotiations are: 1) separating nutrition from other Farm Bill titles; 2) interactions between the commodity program, crop insurance, and conservation titles; 3) means testing for crop insurance premium subsidies and/or commodity program payments; and 4) inclusion of cotton in

(UTK) Boyd Center for Business and Economic Research. "An Economic Report to the Governor of the State of Tennessee." Haslam College of Business. UTK. 2018.

2.5. Tennessee's Agricultural and Forest Industries and Rural Economy, continued

Table 2.7: Population, Household Income, Education Level, Unemployment, Poverty and Food Stamp/SNAP Across Rural County Status, Tennessee

Measure	Rural	Not Rural
Average Population, 2016	21,819	111,591
Population Change, 2010-2016	-0.33	3.53
Median Household Income, 2011-2015 (2016\$)	\$34,157	\$44,232
Persons 25 and		
Over Completing College, 2011-2015 (Percent)	12.5	19.9
Unemployment Rates Among Population 16 Years and Over, 2015 (Percent)	8.6	10.5
Poverty Rate, 2016 (Percent)	21.2	16.7
Percent Households Receiving Food Stamps/SNAP, 2011-2015	22.4	17.9

Sources: (USDAERS 2017a, b); (US Census Bureau 2017a,b).

while counties not classified as rural averaged 3.53 percent growth. As seen in Table 6, rural counties experience lower household incomes, lower percentages of college graduates, higher unemployment, poverty, and rates of households receiving Food Stamps/SNAP.

Governor's Rural Challenge

Four recommendations were made as part of *The Governor's Rural Challenge* for Tennessee agriculture (TDA 2013). These recommendations were:

1. Advance agriculture, natural resources, and rural infrastructure as Tennessee business priorities;
2. Ensure a positive and predictable policy and regulatory environment;
3. Expand market opportunities for Tennessee producers and encourage new production; and
4. Increase the scope and depth of a skilled and educated workforce through career, technical, and higher education.

Several indicators of progress toward meeting these recommendations are listed in Table 2.8. For *Recommendation 1*, indicators exhibiting positive movement included reduction in the percentage of cropland that is idled (comparing 2012 to 2007 Census of Agriculture), nearly 20 percent growth in an index of major crop yields

from 2011 to 2016, and a 27 percent increase in grain storage capacity. Compared with 2011, investment in the TAEF to assist with technological and infrastructural improvements in the state's agriculture is 6.71 percent higher (see *Recommendation 2*).

Positive indicators toward *Recommendation 3* include growth in economic activity from the food and beverage processing industries, growing by nearly 5 percent in real terms between 2013 and 2015. While economic activity from food and processing increased, economic activity from farming and associated activities declined. The share of agricultural commodities exported out of state declined by 3.44 percent between 2013 and 2015; however, the percentage of imported inputs used in food and beverage processing increased by 3.56 percent. Under *Recommendation 4*, two indicators reflect positive progress toward building a skilled and educated agricultural workforce. The Master Producer programs have certified, in total, more than 18,000 producers since 1993. Four-year agricultural degrees awarded increased from 670 per year in 2013/2014 to 819 in 2015/2016, a 22.24 percent increase.

Summary

In 2015, the agri-forestry industrial complex directly and indirectly contributed \$81.8 billion to the Tennessee economy, accounting for multiplier

(WSU) Washington State University, College of Agriculture, Human, and Natural Resource Sciences, Mission and Objectives. Accessed Fall 2018.
<http://msag.wsu.edu/objectivesandoutcomes/>

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Mission & Objectives

The Master of Science in Agriculture (MSAG) graduate program is governed by official [bylaws](#), approved by the MSAG Steering Committee, the Graduate School and the WSU Faculty Senate. These bylaws define the qualifications for membership on the MSAG Graduate Faculty, administration of the program, and composition of graduate student committees. The full MSAG Assessment Plan can be accessed [here](#).

Mission of the Program

The mission of the Master of Science in Agriculture degree program is to enhance the career trajectory of agricultural professionals, practitioners, and educators by improving their ability to apply new and emerging scientific findings and technologies to the advancement and expansion of their disciplines through:

1. Successful completion of high quality courses designed to support expertise expansion in targeted areas or disciplines;
2. Participation in an immersion-based, high quality research experience, internships, or project-based experience;
3. Opportunities to disseminate knowledge through participation in and/or development of extension programs or media

The degree program is primarily designed to **support the educational advancement** of place bound, time bound students in an online course delivery format; however, students on campus also may access the degree program.

The overall goal of the program is to prepare Master's level graduates for professional, practitioner, and educator opportunities in agricultural and related fields, so that they may provide leadership and disseminate knowledge to an increasingly complex society.

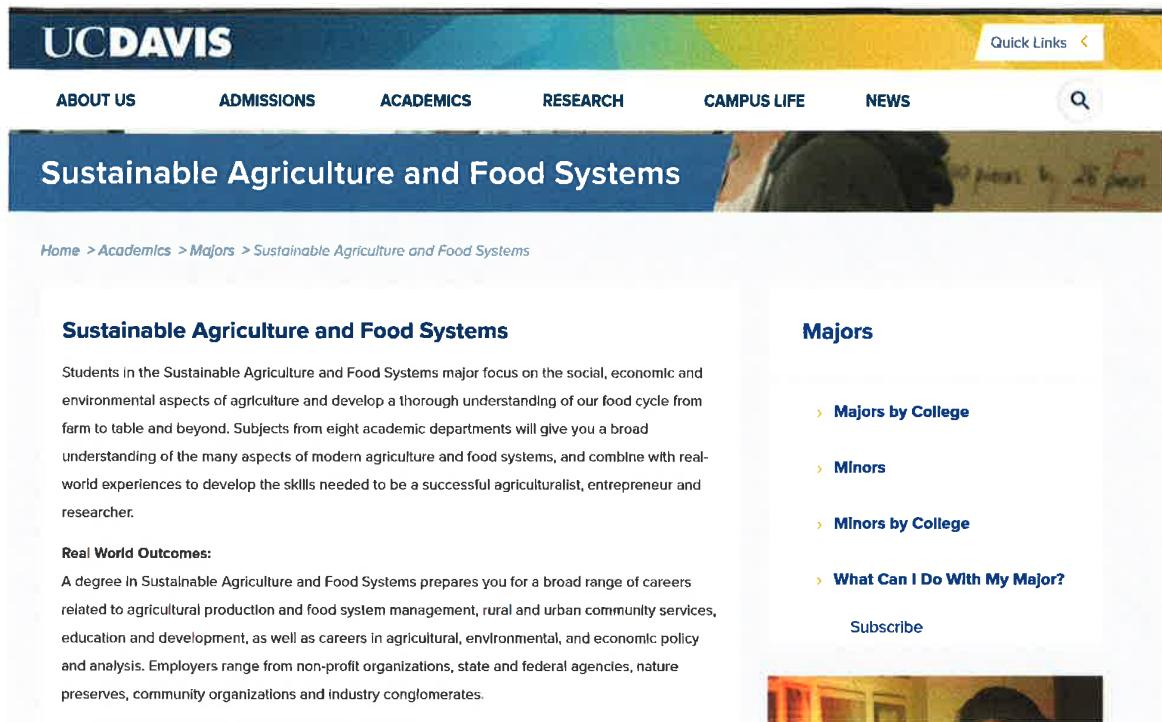
MS in Agriculture Program Objectives

1. To prepare students to become experts in professional fields related to agriculture.
2. To prepare students to become outstanding educators or practitioners in agricultural disciplines.
3. To prepare students to become outstanding leaders and team players in collaborative and interdisciplinary application of their expertise to address local, regional, national and/or global problems associated with agriculture.



(UC Davis) University of California, Davis. Sustainable Agriculture and Food Systems. Accessed Fall 2018.
<https://www.ucdavis.edu/majors/sustainable-agriculture-and-food-systems/>

B-14



The screenshot shows the UC Davis website for Sustainable Agriculture and Food Systems. The top navigation bar includes links for About Us, Admissions, Academics, Research, Campus Life, News, and Quick Links. A search icon is also present. The main title "Sustainable Agriculture and Food Systems" is displayed above a photograph of a person working in a field. Below the title, a breadcrumb trail shows the path: Home > Academics > Majors > Sustainable Agriculture and Food Systems. The page content includes sections on the major's focus, real-world outcomes, and links to majors by college, minors, and what can be done with the major. A "Subscribe" button is also visible.

Sustainable Agriculture and Food Systems

Students in the Sustainable Agriculture and Food Systems major focus on the social, economic and environmental aspects of agriculture and develop a thorough understanding of our food cycle from farm to table and beyond. Subjects from eight academic departments will give you a broad understanding of the many aspects of modern agriculture and food systems, and combine with real-world experiences to develop the skills needed to be a successful agriculturalist, entrepreneur and researcher.

Real World Outcomes:

A degree in Sustainable Agriculture and Food Systems prepares you for a broad range of careers related to agricultural production and food system management, rural and urban community services, education and development, as well as careers in agricultural, environmental, and economic policy and analysis. Employers range from non-profit organizations, state and federal agencies, nature preserves, community organizations and industry conglomerates.

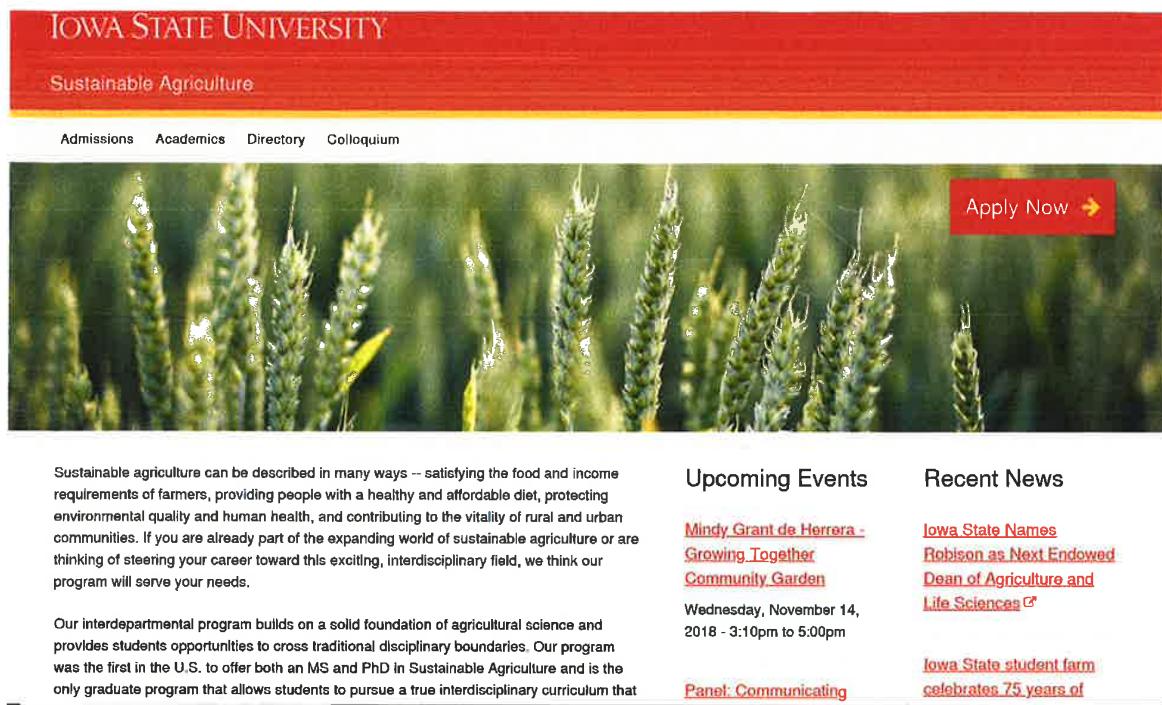
Majors

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- › [Minors](#)
- › [Minors by College](#)
- › [What Can I Do With My Major?](#)

[Subscribe](#)

(Iowa) Iowa State University. Sustainable Agriculture. Accessed Fall 2018.
<https://www.susag.iastate.edu/>

B-15



The screenshot shows the homepage of the Iowa State University Sustainable Agriculture program. The header features the university's name and a red navigation bar with links for Admissions, Academics, Directory, and Colloquium. Below the header is a large image of green wheat stalks. On the right side of the image is a red button with the text "Apply Now" and a white arrow pointing right. The main content area contains two columns of text. The left column discusses the program's mission and interdisciplinary nature. The right column lists upcoming events and recent news items.

Sustainable agriculture can be described in many ways -- satisfying the food and income requirements of farmers, providing people with a healthy and affordable diet, protecting environmental quality and human health, and contributing to the vitality of rural and urban communities. If you are already part of the expanding world of sustainable agriculture or are thinking of steering your career toward this exciting, interdisciplinary field, we think our program will serve your needs.

Our interdepartmental program builds on a solid foundation of agricultural science and provides students opportunities to cross traditional disciplinary boundaries. Our program was the first in the U.S. to offer both an MS and PhD in Sustainable Agriculture and is the only graduate program that allows students to pursue a true interdisciplinary curriculum that

Upcoming Events

[Mindy Grant de Herrera - Growing Together Community Garden](#)
Wednesday, November 14, 2018 - 3:10pm to 5:00pm
[Panel: Communicating](#)

Recent News

[Iowa State Names Robison as Next Endowed Dean of Agriculture and Life Sciences](#)
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(MI) Michigan State University. Sustainable Agriculture and Food System Minor. Accessed Fall 2018.
<http://www.safss.msu.edu/>

B-16

MICHIGAN STATE UNIVERSITY

Sustainable Agriculture and Food Systems Minor

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The Sustainable Agriculture and Food Systems (SAFS) undergraduate minor fosters active and experiential learning about agriculture and food system sustainability.

WHAT IS SUSTAINABILITY?



(IOA) University of Tennessee Knoxville. Sustainable Agriculture in TN. Accessed Fall 2018.
<http://tnsare.ag.utk.edu/elements.html>

B-17

The screenshot shows the homepage of the "Sustainable Agriculture In Tennessee" website. The header features the "UTIA INSTITUTE OF AGRICULTURE THE UNIVERSITY OF TENNESSEE" logo with a background image of red flowers. The left sidebar has a yellow background and lists various links: Sustainable Agriculture In Tennessee, Elements of Sustainability, Grants, Sare Grants, TN AG Enhancement Program, Photo Gallery, Projects, Video Highlights, Center for Profitable Agriculture, Extension, TSU Extension, UT Extension, Farm Fresh Products, and Links. The main content area has a yellow background and is titled "Elements of Sustainability". It contains a numbered list of 9 items, each with a brief description. To the right of the main content is a vertical sidebar with the "SOUTHERN SARE Sustainable Agriculture Research & Education" logo, the "UT EXTENSION INSTITUTE OF AGRICULTURE THE UNIVERSITY OF TENNESSEE" logo, and contact information for Rob Holland and Roy Bullock.

Sustainable Agriculture In Tennessee

Elements of Sustainability

Grants

Sare Grants

TN AG Enhancement Program

Photo Gallery

Projects

Video Highlights

Center for Profitable Agriculture

Extension

TSU Extension

UT Extension

Farm Fresh Products

Links

Elements of Sustainability

1. Integrated Pest Management (IPM) - TPM is an approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.
2. Rotational Grazing Management - intensive grazing systems take animals out of the barn and into the pasture to provide high-quality forage and reduced feed costs, while avoiding manure buildup.
3. Soil Conservation - Many soil conservation methods, including strip cropping, reduced tillage and no-till, help prevent loss of soil due to wind and water erosion.
4. Water Quality/Wetlands - Water conservation and protection have become important parts of agricultural stewardship. Practices such as planting riparian buffer strips can improve the quality of drinking and surface water, as well as protect wetlands.
5. Cover Crops - Growing plants such as rye, clover or vetch after harvesting a grain or vegetable crop or inter cropping them can provide several benefits, including weed suppression, erosion control and improved soil nutrients and soil quality.
6. Crop/Landscape Diversity - Growing a greater variety of crops and livestock on a farm can help reduce risks from extremes in weather, market conditions or pests. Increased diversity of crops and other plants, such as trees and shrubs, can also contribute to soil conservation, wildlife habitat and increased populations of beneficial insects.
7. Nutrient Management - Proper management of manure, nitrogen and other plant nutrients can improve the soil and protect the environment. Increased use of on-farm nutrient sources, such as manure and leguminous cover crops, also reduces purchased fertilizer costs.
8. Agroforestry - Agroforestry covers a range of tree uses on farms, including inter planting trees (such as walnuts) with crops or pasture, growing shade-loving specialty crops in forests, better managing woodlots and windbreaks, and using trees and shrubs along streams as buffer strips.
9. Alternative Marketing - Farmers are finding that innovative marketing strategies can improve profits. Direct marketing of agricultural goods

SOUTHERN SARE
Sustainable Agriculture Research & Education

UT EXTENSION
INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE

Rob Holland - rhollan4@utk.edu
The University of Tennessee

Roy Bullock - fbullock@tnstate.edu
Tennessee State University

Appendix C (Survey Results)

Student Interest Survey Results for Proposed Degree Program in Agriculture: Master's Degree in Sustainable Agriculture

Sustainable agriculture is defined by the Center of Agroecology & Sustainable Food Systems, as "a food and farming system that exploits neither people nor resources and lasts indefinitely." To what extent are you interested in pursuing studies toward a Master's Degree in Sustainable Agriculture if offered as a degree program from TTU?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Very	38	29.69	16	21.33
Moderately	45	35.16	49	65.33
Not at all	45	35.16	10	13.33
What would you hope to gain from completing this program? (Check all that apply)	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Upward mobility in current employment	39	13.64	28	12.28
Increased research experience	30	10.49	34	14.91
New position with another employer	24	8.39	18	7.89
Upgraded knowledge	68	23.78	52	22.81
Additional personal development	52	18.18	29	12.72
To increase the likelihood of securing employment in the field of Agriculture	55	19.23	59	25.88
Other	18	6.29	8	3.51
How soon would you enroll in the proposed Master's Program if one were to be established in Fall 2019?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Immediately	23	21.9	15	20
2 years	34	32.38	22	29.33
3-4 years	24	22.86	26	34.67
5-6 years	24	22.86	12	16
If you were to enroll in the proposed Master's Program, would you attend	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Full-time	16	15.53	47	62.67
Part-time	87	84.47	28	37.33
Highest degree earned?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Undergraduate (currently enrolled)	N/A	N/A	75	100

Bachelor's Degree	79	76.70	N/A	N/A
Graduate Degree	24	23.30	N/A	N/A
Which of the following best describes you?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Currently employed in the field of Agriculture	45	44.12	N/A	N/A
Currently employed outside the field of Agriculture, but looking for employment in the field of Agriculture	27	26.47	N/A	N/A
Unemployed and looking for employment in the field of Agriculture	7	6.86	N/A	N/A
Currently employed outside the field of Agriculture, but not looking for employment in the field of Agriculture	21	20.59	N/A	N/A
Unemployed and not looking for employment in the field of Agriculture	1	1.96	N/A	N/A
Would your employer provide any of the following? (Check all that apply)	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Tuition and fees	19	17.12	N/A	N/A
Release time to attend classes	22	19.82	N/A	N/A
Mentored support	14	12.61	N/A	N/A
Paid leave	4	3.60	N/A	N/A
None	52	46.85	N/A	N/A
Does your employer require or encourage a graduate degree in sustainable agriculture?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Yes	10	10.75	N/A	N/A
No	83	89.25	N/A	N/A
Would the ability to apply for and receive a graduate assistantship influence your decision to enroll in the Master's Degree in Sustainable Agriculture program?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Very	44	43.13	41	56.16
Moderately	34	33.33	27	36.99
Not at all	24	23.53	5	6.85

If this program moves forward, would you like to be kept informed?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Yes	77	75.49	56	76.71
No	25	24.51	17	23.29

Appendix D (Support Letters)



Nov. 8, 2018

Dennis Duncan, Ph. D.
Director, School of Agriculture
Tennessee Technological University
Box 5034
Cookeville , TN 38505

Dear Dr. Duncan:

I am writing to express my support and that of the Tennessee Department of Agriculture for the TTU School of Agriculture's proposal to establish a new Master's of Science degree in Sustainable Agriculture.

U.S. and Tennessee increasingly relies upon the development and implementation of new technologies and research to boost farm production and efficiencies. These advancements, such as precision farming, minimum tillage, etc., not only have the ability to greatly minimize agriculture's impact but to enhance our natural resources. Organic and minimal input farming practices are also helping to meet consumer demand for local, fresher products. It is critical in today's industry to be able to understand, accentuate and promote practices that accomplish both responsible management and increased profitability. TTU would be helping to fill an important and emerging need in the industry with this degree focus.

Several of TDA's own programs are aimed at helping farmers and forest landowners employ best management practices to improve water quality, prevent soil erosion and improve forest health. Our department is also engaged in assisting specialty crop producers with a focus on sustainable production. This new degree program would be helping to meet the workforce needs of our agency and others engaged with assisting producers.

Developing students' ability to problem-solve and address complex issues from a comprehensive perspective with a well-rounded knowledge base in sustainable production practices would be an asset to our industry.

Thank you for TTU's leadership in this area.

Sincerely,

A handwritten signature in black ink that reads "Tom Womack".

Tom Womack
Deputy Commissioner

Ellington Agricultural Center
440 Hogan Rd., Nashville, TN 37204
Ph. 615.837.5103
www.TN.gov/Agriculture



TENNESSEE FARMERS COOPERATIVE

200 WALDRON ROAD, P.O. BOX 3003
LAVERGNE, TN 37086-1983
PHONE: (615) 793-8011
www.ourcoop.com

TRAINING AND DEVELOPMENT

November 12, 2018

Dennis Duncan, Ph.D.
Tennessee Tech University
Director of School of Agriculture
Box 5034
715 Quadrangle
Oakley Hall 148
Cookeville, TN 38505

Dr. Duncan,

On behalf of management team at Tennessee Farmers Cooperative, we support the Master's degree in Sustainable Agriculture at Tennessee Tech. It is critical that students have the knowledge of agricultural sustainability along with understanding the socioeconomic and biophysical aspects of our industry. Only then will our organization prosper.

Today, our organization works closely with our farmer members to develop their current sustainability programs and help their customers, the farmer, supply the end consumer. Today, everyone is involved in choosing best sustainability practices whether it is from the farm or the table.

The need for employees who display visionary leadership with moral and ethical integrity is great. Our organization also seeks employees that can work interdependently and collaboratively. With this new degree program, we believe Tennessee Tech will be able to help us meet that demand.

Sincere Appreciation,

A handwritten signature in black ink that reads "Paul Binkley".

Paul Binkley
Director of Education and Training
Tennessee Farmers Cooperative



Dr. Duncan,

This letter serves as my commendation for the proposed MS degree program at TN Tech in Sustainable Agriculture. I have dedicated my career to the food industry and currently work in its origins - agriculture. Ag is evolving rapidly, and it is an exciting time to be in the field.

As a proponent of small business, I recognize it is critical to adequately prepare the next generation of family farm owners to excel in stewardship, sustainability and food safety. New FSMA rules require the next generation of farmers to be knowledgeable in Regulations, SOP's and record keeping which is best obtained through higher education.

Like many formerly family owned businesses in our country, agriculture is unfortunately being driven towards corporate ownership at a rapid pace. This is fueled by Governmental Regulations for food safety and sustainability that the family farm simply can't provide in many cases. Corporate farms and regulatory agencies are currently struggling with a shortage in competent people and we project this shortage will continue for the next several years as Universities such as TN Tech develop programs that fill the pipeline.

Personally, I recognize TN Tech as a great place for creating this program. As a parent of two Tech students I find Tech to be a cut above in providing ethical integrity and moral leadership, as an employer these are the traits I seek first.

If I can be of any service in the development or implementation of this program, please let me know.

Regards,

A handwritten signature in black ink that reads "Wendell M. Stockton".

Wendell M. Stockton
Director of Food Safety & Sustainability



November 12, 2018

Dr. Dennis Duncan
Department of Agriculture, Tennessee Tech University
715 Quadrangle, Oakley Hall 148
Cookeville, TN 38505

RE: New MS Program on Sustainable Agriculture

Dr. Duncan:

AgLaunch would like to express our full support for Tennessee Tech University's School of Agriculture's proposal to add a new MS program focused on sustainable agriculture. This program will strengthen the agriculture sector, and economic opportunities related to it, in Tennessee, the surrounding region, and the nation. We have worked with the staff and leadership of TTU on a variety of projects and can attest to their capacity to manage an undertaking of this nature and to their dedication to intentionally and thoughtfully developing programming and partnerships.

AgLaunch focuses on furthering ag innovation by developing an active network of farmers as partners assisting agtech entrepreneurs and companies, as well as developing new value chains and supporting specialty crops. The Department of Agriculture's proposed degree program has the opportunity to make a significant impact on how the sector remains relevant and viable by developing, understanding, and implementing sustainable practices and processes.

We value the partnerships we have developed across the state, particularly those with institutes like TTU, that have taken a proactive approach to address a need in the greatest economic driver in the state. We have complete confidence in the Department of Agriculture's ability to develop this program, and we encourage you to give TTU School of Agriculture's proposal full consideration.

Sincerely,

Pete Nelson



November 29, 2018

Dr. Dennis Duncan
Director
School of Agriculture
TN Tech University
Cookeville, TN 38505

Dr. Duncan,

This letter is in full support for a new MS degree in sustainable agriculture at TTU. A well-designed degree program that will train students to frame problems and ask critical questions concerning agricultural sustainability is most exciting and very much needed.

To know surprise, sustainability is rapidly increasing in importance within the poultry industry at all levels. The leading national and international poultry companies already have corporate positions dedicated to these efforts and there is increased interest and demand at the local levels where the poultry is being actually produced and processed. We foresee a growing need for the right individuals to be available who can recognize and display visionary leadership with moral and ethical integrity in these positions. And not just directly with the poultry industry but with the supporting industries and agencies, as well. What a wonderful opportunity this would be for TTU to train and fill these positions that are needed and are rapidly being created.

Most respectfully,

A handwritten signature in black ink that appears to read "Dale Barnett".

Dale Barnett
Executive Director
931.434.8045
dbarnett@tnpoultry.org



Agenda Item Summary

Date: March 21, 2019

Agenda Item: Letter of Notification: M.S. in Community Health & Nutrition

Review

Action

No action required

PRESENTER(S): Provost Lori Bruce

PURPOSE & KEY POINTS: This degree is designed to provide early-career nutrition and dietetics professionals with advanced content knowledge in Community Health and Nutrition, and the skills and tools to deliver high quality nutrition services to a variety of populations. The focus of the program is to align with new Academy of Nutrition and Dietetics Graduate Degree Registration Eligibility Requirements, which go into effect January 1, 2024. The goal is to provide opportunity for both existing professionals to complete a graduate degree; and current students to continue into a graduate program following completion of the undergraduate nutrition and dietetics degree.

Tennessee Tech Internal Cover Form for Letters of Notification

Please refer to the TTU Office of the Provost website for New Programs and Program Modifications before developing a proposal. <https://www.tntech.edu/provost/new-programs>.

Name of New Academic Program and Degree Designation:

Master of Science in Community Health and Nutrition

Proposed Implementation Date: Fall 2020

Information Contact: Melinda Anderson / 931-372-3378
Printed Name *Telephone*

APPROVED: Melinda Anderson, 1-25-2019
Department Chairperson's Signature *Date*

APPROVED: Billy Bruce Greene, 1-25-2019
College Dean's Signature *Date*

APPROVED: Lori Bruce, 2/21/19
Provost's Signature *Date*

Tennessee Tech Board of Trustees Approval: _____
Date

Revised 1/2019



Letter of Notification

Date of Submission:	January 25, 2019
Institution:	Tennessee Tech University School of Human Ecology
Title of Program:	Master of Science in Community Health and Nutrition
CIP Code:	19.0501
Academic Program Liaison:	Dr. Melinda Anderson, RDN, LDN Director, School of Human Ecology 931-372-3378 manderson@tnstate.edu
Target Date for Board Approval:	December 2018
Proposed Date of Implementation:	Fall 2020

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Purpose and Nature of Program

The purpose of this degree program is to provide advanced educational opportunities for nutrition and dietetics professionals, as well as current and future students in an accredited, regionally accessible program in order to expand and enhance nutrition services offered throughout Tennessee and the Nation.

The degree is designed to provide early-career nutrition and dietetics professionals with advanced content knowledge in Community Health and Nutrition, and the skills and tools to deliver high quality nutrition services to a variety of populations. The focus of the program is to align with new Academy of Nutrition and Dietetics Graduate Degree Registration Eligibility Requirements, which go into effect January 1, 2024. The goal is to provide opportunity for both existing professionals to complete a graduate degree; and current students to continue into a graduate program following completion of the undergraduate nutrition and dietetics degree.

Alignment with State Master Plan and Institutional Mission

The proposed Master of Science in Community Health and Nutrition degree aligns very well with the vision and mission of Tennessee Technological University (TTU) as the State's comprehensive university; known for producing high quality graduates that meet employer demands across the state and region.

TTU Mission

The TTU Vision Statement was recently updated: <https://www.tntech.edu/about/mission> The focus remains on producing graduates ready for the work force, while achieving national prominence and impact through its engaged students and faculty. This MS degree aligns with this vision statement by providing the opportunity for students and professionals to engage in content related to analytical problem solving.

Likewise, the TTU Mission statement was also updated: <https://www.tntech.edu/about/mission> The Mission Statement focuses TTU as Tennessee's technological university where enduring education, impactful research and collaborative service are accomplished. This MS degree aligns with this Mission Statement to create, advance and apply knowledge to expand opportunity and economic competitiveness.

TTU is in process of launching a new Strategic Plan to take the university forward following the successful completion of the last strategic plan, Flight Plan. Strategic Goal one of the new plan is Education for Life. A Priority Action for this goal is "Develop innovative, stackable credentials and associate pathways responsive to stakeholder needs and entrepreneurial opportunities". This focus aligns well with the intent of this new MS degree to align with Academy of Nutrition and Dietetics Registration Eligibility requirements which will require the completion of a graduate degree to sit for the Registered Dietitian/Nutritionist exam. TTU will be proactive in providing this graduate degree to our current students; allowing them to complete the MS degree. The School of Human Ecology is in process of submitting paperwork to the Accreditation Council for the Education of Nutrition and Dietetics (ACEND; the accreditation component of the Academy of Nutrition and Dietetics) to be a pilot education program in this

transition to the new education models in dietetics. Should the School receive approval to be a pilot program, this MS degree will be combined with a Dietetic Internship program. Further details are noted below.

Tennessee Higher Education Master Plan

In accordance with the Tennessee Higher Education Master Plan 2015-2025, "the state continues to acknowledge the critical need for academic programs of distinction at the graduate and professional level to fully address Tennessee's economic development, workforce, and research needs"

https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/master-plan/MasterPlan2025_0418.pdf

The MS in Community Health and Nutrition is aligned with the Tennessee Higher Education Master Plan because it is a graduate program with a curriculum specifically designed to address credentialing requirements of the Registered Dietitian; as well as to provide opportunity for existing professionals who are already Registered Dietitians to add the MS degree for purposes of being more competitive in the job market. Combining the proposed MS degree with a Dietetic Internship program further contributes to the needs of the workforce. The Pathway to become a Registered Dietitian currently requires the completion of a BS degree from an accredited undergraduate program; the completion of 1200 clinical contact hours within an accredited dietetic internship program; and the successful completion of the standardized Registered Dietitian/Nutritionist (RDN) exam. Currently, TTU only provides the accredited BS degree program in Nutrition and Dietetics. Nationwide, in 2017, 4,839 dietetic students applied to 3,181 internship slots and only 2,731 were matched for an acceptance rate of 56%. This percentage is slightly higher in 2017 than the 50% match rate that had been in place for the last 5 years <https://www.eatrightpro.org/acend/program-directors/dietetic-internship-match-program-directors>. The Academy of Nutrition and Dietetics acknowledges the seriousness of this shortage in the process to become a Registered Dietitian and encourages the creation of new dietetic internship programs <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/availability-of-dietetic-internship-positions>. Part of the response to this shortage has been the creation of new Education Models: <https://www.eatrightpro.org/acend/accredited-programs/future-education-model-graduate-program>. Currently, the state of Tennessee does not have a program listed on the Future Education Model website. TTU and the School of Human Ecology seek to become a pilot program in this transition to the new Education Model by providing a graduate degree combined with a Dietetic Internship program. This proposal focuses only on the MS degree; as the submission of the proposal for the Dietetic Internship program will be submitted in January 2019 to ACEND.

External Feasibility Study

Introduction

An external feasibility study was commissioned by the School of Human Ecology and completed by Tennessee Tech University Faculty members Dr. Ferdinand DiFurio (Professor, Department

of Economics, Finance and Marketing), Dr. Steve Isbell (Professor, Department of Economics, Finance and Marketing) and Yolunda Nabors (Lecturer, Economics, Finance and Marketing). Surveys of current students, alumni, and employers were distributed in Fall 2018. All surveys were conducted using Qualtrics software with respondent anonymity and opt-out provisions. The survey responses strongly supported the decision to develop a Master of Science in Community Health and Nutrition degree as well as provided the perspective of potential students on their preferred delivery of the program. The complete feasibility study is found in Appendix A.

The Bureau of Labor Statistics uses several different occupational definitions under the Healthcare Occupations heading. Identifying the appropriate occupation that aligns with the program being proposed is necessary for this report. Although the proposed program will likely impact several occupations, this report only covers the most relevant. Since the program being proposed has a focus on Nutrition, the BLS definition of Dietitians and Nutritionists is used for the majority of this analysis.

Potential Student interest

Survey Overview

A survey instrument was constructed to determine the attractiveness of this potential degree program to students. The results from the survey instrument, and compilation with other report information, will be used to determine the program's potential.

Survey Methods

The online survey instrument was developed using Qualtrics¹, and was distributed to current TTU undergraduates majoring in Human Ecology. Also, graduates of the Human Ecology program between years 2013-2018 were surveyed. The survey was administered via email invitation to alumni from September 18, 2018 until September 27, 2018, and to undergraduates from September 28, 2018 through October 7, 2018. During this period, recipients were reminded of the survey and encouraged to participate. Each survey group received the same survey instrument though the alumni survey also included questions concerning employer support for their interest in the proposed program.

Questions addressed key areas of importance such as strength of interest in the proposed program, potential date of enrollment, and benefits of program completion. Demographic information was also collected.

September 27, 2018; undergraduates were surveyed September 28, 2018 through October 7, 2018. During these periods, recipients were reminded of the survey and encouraged to participate. Each survey group received the same survey instrument; however, the alumni survey included questions concerning employer support for their interest in the proposed program.

The survey questions were designed to gauge student interest in proposed degree program. Questions addressed key areas of importance such as the students: strength of interest in the proposed program, potential date of enrollment, and benefits of program completion. Demographic information was also collected.

¹ <https://www.tntech.edu/institute/services/qualtrics-software>

Description of Sample

Alumni and current undergraduates of Human Ecology were invited to participate in the survey.² Of the 91 alumni surveyed, 35 responded for a 38.5% response rate. Fifty-three percent of alumni respondents are currently employed in the field of Human Ecology as a Registered Dietitian/Nutritionist or Nutrition Professional; while 18.75% are looking for employment. Forty-eight undergraduates were surveyed with 28 respondents; the corresponding response rate was 58.33%. The table below summarizes the data collected from survey instrument.³

Results

The response rates of both groups were satisfactory for the purpose of this study. Over 60% of each respondent group was very interested in the start-up of this program offering, with almost 50% of TTU alumni desiring to enroll in the program immediately if the program commenced in Fall 2019. Fifty-two percent of undergraduate respondents interested in the program would be available to enroll immediately. Of the alumni respondents, 75% anticipate attending the program as a part-time student. All of the current undergraduate participants indicate full-time attendance, demonstrating a potential flow of cohorts for the future of the program.

Thirty-seven percent of employed alumni respondents indicate at least some employer benefits and/or support if enrolled in the proposed program, with 23% revealing a requirement or encouragement by employers for a degree in community health and nutrition. The complete feasibility study is found in Appendix A.

Local and Regional Need/Demand

Although there is not reliable data for fields in nutrition and dieticians for the local region, such as for Middle Tennessee or the Upper Cumberland Region, there is data available for the state of Tennessee. Forecasts provided by the BLS support an expansionary outlook for the state of Tennessee, calling for a 15% growth in employment for the sector Dieticians and Nutritionists from 2016 to 2026. The BLS explains that with rising obesity rates, higher rates of heart disease and diabetes will increase the demand for nutritionists (BLS Job Outlook, Appendix A-1).

Understanding regional demand requires knowledge of similar occupations to Dieticians and Nutritionists. The BLS Occupational Handbook reports that similar occupations to Dieticians and Nutritionists are Health Educators and Community Health Workers, Registered Nurses, and Rehabilitation Counselors. And although these similar fields are not directly investigated in this report, it is worth pointing out that a Registered Nurse with a Bachelor's

² Only alumni who graduated within the years 2013-2018 were surveyed. Some alumni are employers in the field.

³ Approximately four alumni participants and five undergraduate respondents partially completed the survey; however, their inputs are retained in the results.

degree earns a reported \$70,000, which is just over the \$68,000 for Dieticians and Nutritionists with a Bachelor's degree (BLS, Appendix A-2).⁴

The Master's Degree in Community Health and Nutrition proposed for this report will likely increase the average salaries to be more competitive with related fields. It may also be the case that the proposed program could help those gain entry into these similar fields that exist in Tennessee (BLS, Appendix A-2). Additionally, the state of Tennessee is likely to continue its growth in the healthcare sectors. The 2018 Governor's Report remarks that Education and Healthcare were the only sectors to avoid significant job loss during the Great Recession of 2008 and experienced significant employment gains since (UTK, p. 20, Appendix A-3).

Employer Need/Demand

As of 2017, the BLS Occupational Outlook Handbook reports that the median pay for Dieticians and Nutritionists is \$59,410, or \$28.56 per hour for the nation (BLS, Appendix A-2).⁵ Dieticians and Nutritionists were paid the highest by employers of Outpatient care centers (\$65,650), followed by Hospitals, Government, and Nursing and Residential care Facilities.

The top paying industries for Dieticians and Nutritionists are Animal Food Manufacturing, Federal Executive Branch, Merchant Wholesalers, Nondurable Goods, Grantmaking and Giving Sectors, and Scientific Research and Development Services (BLS IP, Appendix A-4).

The market for Dietitians and Nutritionists is broad. The BLS reports that the largest employers in 2016 for Dieticians and Nutritionists were state, local, and private hospitals, government, outpatient care centers, nursing and residential facilities, and self-employed workers (BLS IP, Appendix A-4).

The industries with the highest concentration of employment for Dieticians and Nutritionists are Outpatient care centers, Specialty Hospitals, Special Food Service, Psychiatric and Substance Abuse Hospitals, and General Medical and Surgical Hospitals (BLS, Appendix A-1).

As the healthcare sector expands over time due to an aging population, trends in preventive medicine, technological advance, and other factors, the employers identified above will likely experience an increase in demand for their products and services. In turn, this should increase the derived demand for their employees, such as Dieticians and Nutritionists. It follows that an advanced degree in this field, such as a Master's degree or PhD, will enhance the employability of those holding these degrees.

In general, the proposed Master's Degree in Community Health and Nutrition will enhance the expected earning potential of those acquiring this degree. Research into the types of employment and level of employment may shed light on the employer demand in the labor market.

The BLS Projections Central establishes short and long term forecasts for various occupations. The short term forecasts for Dieticians and Nutritionists in the state of TN predict

⁴ A Registered Nurse could be considered a substitute or complement occupation to Dieticians and Nutritionists, but a certification or license in Nutrition is not required to earn the RN degree. On the other hand, the similar occupation labeled Health Education and Community Health Workers accommodates, with variation, the educational requirements of Dieticians and Nutritionists.

⁵ For a Bachelor's degree.

an average annual number of openings from 2017 to 2019 of 80 jobs. They predict a base employment in TN of 1,050 jobs in 2017 and 1,090 in 2019. For the long term projection, an average annual number of openings of 90 jobs is predicted, with a base year employment at 1,050 in 2016 and a projected year employment of 1,220 for 2026 (PC, Appendix A-5, Career Appendix A-8).

The education level required, according to the BLS, for a Dietician and Nutritionist is a Bachelor's degree in Nutrition or related field. There is also a reference that a majority of workers in this occupation hold advanced degrees. In addition to the academic requirements, most states require labor market participants to pass licensing exams and complete training internships. Given these various state-level requirements, the Master's Degree in Community Health and Nutrition is likely to prepare students better and allow for a more fluid advancement to become registered in the state (BLS, Appendix A-1).

Future Sustainability Need/Demand as evidenced in letters from employers of increased need, preference for proposed degree, willingness to pay increased salaries for proposed degree, and that the demand for graduates is sustainable, i.e. exceeds beyond the three years of the program, if approved. Support letters are found in the Feasibility Study, Appendix A-6.

External Research

The Compensation and Wages Survey reports an annualized wage for a Registered Dietician Nutritionist (RDN) of \$63,340, with a median of \$42,000. This study emphasizes connection between an advanced degree in the field equating to a higher salary (Rogers, p. 499, Appendix A-7).⁶

The study conducted a large-scale survey that, among other things, investigated possible sources of unemployment for "nutrition and dietetics related employment (Rogers, p. 499, Appendix A-7). Seventeen percent (17%) of the respondents cited the reason for unemployment in the field was "finding a higher-paying job outside of the field (p. 500, Appendix A-7). This statistic may provide support for the proposed Master's Degree in Community Health and Nutrition by the Department of Human Ecology.

The survey reports that 50% of Registered Dietetics and Nutritionists had a Master's degree in some field, while 4% held Doctoral Degrees. The breakdown of employers hiring RDNs within this survey was as follows: 8% self-employment, 38% private firms, 37% non-profit firms, and 18% for government.

Regarding compensation, the survey reports on compensating wage differentials by geography, and indicate a higher median wage for RDNs in coastal areas versus other geographies. The compensation study states that "education beyond the bachelor's degree continues to be associated with hourly wage gains" (Rogers, p. 506, Appendix A-7). The study reports a \$2.02 per hour median wage pay gain for RDNs with a Master's degree (not necessarily within nutrition). Management and oversight roles are reported to have compensation gains also.

⁶ The survey recognizes a higher annualized salary of \$63,340, which is higher than the BLS estimate of \$58,930, and attribute this difference to time differential of the data collection and variation in occupational definitions (p. 505).

Summary analysis and potential viability

The relatively high level of interest expressed in the surveys along with the program's close alignment with the BLS Occupations are likely to increase labor demand over time for workers in the field of community health and nutrition. This increased demand may also be supported by the BLS assertion of increasing health problems associated with diabetes and heart disease, both of which require the services of dieticians and nutritionists (BLS Job Outlook, Appendix A-1). Because the proposed Masters degree entails significant knowledge of nutrition and dietary science, it is likely to experience similar trends in demand by those seeking to advance in these fields, especially for those seeking certification and licensure in these areas.

Licensing and certification that exist in the dietary and nutritional sciences will likely limit the relative supply of labor. This effect combined with the aforementioned increase in demand may increase the nominal wage in this field. Therefore, those seeking the Masters Degree in Community Health Nutrition may benefit, which will likely improve the viability of the degree.

Labor markets are constantly adjusting over time. Holding the changes constant that will take place in output markets, individuals working in other occupations will respond to a rising nominal wage. As workers shift over to this field in the long-run, this will produce downward pressure on the nominal wage. This shifting of workers across sectors makes the long-run forecast for the dietary and nutritional sciences, and thus the forecast for the program's viability, difficult.

In summary, the viability of the proposed degree program in this study depends on several factors, several of which cannot be measured here. Labor market conditions, and how they respond to output market conditions, will dictate the demand for this proposed degree. Further, the survey results from this study may not always correlate with the actions respondents take in real life. The combination of these things add a large degree of uncertainty in forecasting the viability of the new program.

General Disclaimer

Independence: The thoughts and views of the authors of this study are based on their professional judgement and were not influenced by an outside party and do not present a known conflict of interest.

The Economics: Making predictions on the viability of a new academic program in the short and long run depends on many factors, many of which are not measured in this study. Input (labor market) and output markets play a critical role in this process. For instance, it is important to understand how a new degree will affect labor markets, and thus, the nominal wage. There are also feedback effects to consider regarding how the market influences the degree.

Ideally, understanding an output or input market begins with characterizing the structure of the market along a spectrum. The four main market structures in the output market are the Monopoly, Oligopoly, Monopolistic Competition, and Perfect Competition. Similar structures exist for the input markets. This study does not include an analysis of market structure.

Although earnings in the marketplace are not the only return one receives for their talents and skills, the focus of this study is largely on the monetary aspect associated with a proposed degree program. This study places a large focus on input markets, but does not consider the wide range of nonmonetary factors that may encourage someone to seek a new degree.

The interplay between output and input markets, the timing of these markets, and economic shocks, are just some of the elements that should be accounted for in the prediction process. Overall, this makes forecasting very complex and difficult. Because these factors are not considered here, caution should be taken when considering the summary analysis in this study.

Program Costs/Revenues:

The School of Human Ecology will utilize existing campus resources to develop, launch and support the MS in Community Health and Nutrition such as the Volpe Library and Center for Innovation in Teaching and Learning. The program will be offered as 100% online so no additional physical resources will be needed. Additional resources that will be needed include: one full time faculty member to coordinate and direct the graduate degree, as well as to teach certain courses and provide advising to students. External subject matter experts including adjuncts will be utilized for initial offerings and funding for adjunct salary will initially come from specialized student access fees generated by the graduate program. Part time administrative support will be shared with the School of Agriculture. Recruiting activities will utilize current resources until the degree becomes self-supported financially. Complete Financial projections located in Appendix B suggest the program will be self-sustaining in the second year.

Program enrollments used in the financial projections are shown in Table 1. Initial enrollments will be cohort-based with the cohort beginning each fall semester.

Table 1. Enrollment Projections

Cohorts	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Cohort 1 begins	8	8			
Cohort 2 begins;		8	8		

cohort 1 graduates					
Cohort 3 begins, Cohort 2 graduates			10	10	
Cohort 4 begins; Cohort 3 graduates				12	12
Cohort 5 begins; Cohort 4 graduates					12
Total # enrolled	8	18	18	22	24

Anticipated revenue from tuition and fees calculated at in state tuition rates and adjusted for tuition increases (see Financial Projections spreadsheet in Appendix B).

Existing Programs in Tennessee

The following table details the accredited graduate programs currently available in Tennessee.

Table 2. Accredited Graduate/Dietetic Internship Programs in Tennessee:

Name of Program	Degree/Title	# admitted	Dietetic Internship
East TN State Univ	MS Clinical Nutrition	12	YES
UT Knoxville	MPH, MS Clinical Nutrition	12	YES
UT Martin	No Degree	8	YES
Memphis VA	No Degree	8	YES
Univ of Memphis	MS Clinical Nutrition	16	YES
NHC Murfreesboro	No Degree	6	YES
Lipscomb	No Degree	20	YES
Vanderbilt	No Degree	16	YES
Total # of Slots		98	

To highlight the need for additional graduate degrees related to nutrition, the following table details the accredited undergraduate dietetic programs in Tennessee:

Table 3. Accredited Undergraduate Programs in Tennessee:

Name of Program	Degree	# admitted to upper division dietetics	Notes
UT Chattanooga	BS	22	Deleting their BS degree and converting to a MS degree program
TTU	BS	24	
Carson Newman	BS	12	
East TN State Univ	BS	35	(has existing graduate program)
UT Knoxville	BS	59	(has existing graduate program)
UT Martin	BS	10	
Univ of Memphis	BS	54	(has existing graduate program)
Middle TN State Univ	BS	38	
Lipscomb Univ	BS	29	
TN State Univ	BS	8	
Total undergraduate enrollment		271	

Source for accredited program information: <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

An analysis of the number of undergraduate students graduating each year from the Tennessee programs shows a total of 271; compared to the number of internship slots available in Tennessee as only 98. This means 173 students who might want to enroll in a dietetic internship will have to go out of state; but this does not consider the fact that the Tennessee dietetic internships select and accept students from all over the United States; not just Tennessee students. With only three universities currently offering graduate degrees related to nutrition, Tennessee needs additional graduate degrees to meet the high demand for graduate content as dictated by the accrediting agency, the Academy of Nutrition and Dietetics. Likewise, the need for additional dietetic internship slots remains high. Further analysis of the existing graduate degrees in Tennessee reveal that they are located in large metropolitan areas; and at either ends of the state. Tennessee Tech attracts students from all over Tennessee but the majority of our students come from the Upper Cumberland region of Tennessee. The central geographic location of TTU appeals to students who aren't looking to drive four hours in either direction for their college education.

Appendix A: Survey Results

Student Interest Survey Results for Proposed Degree Program in Human Ecology: Master's Degree in Community Health and Nutrition

To what extent are you interested in pursuing studies toward a Master's Degree in Community Health and Nutrition if offered as online degree program from TTU?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Very	21	60.00	18	64.29
Moderately	9	25.71	5	17.86
Not at all	5	14.29	5	17.86
What would you hope to gain from completing this program? (Check all that apply)	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Upward mobility in current employment	18	19.15	10	43.48
Increased research experience	13	13.83	13	56.52
New position with another employer	16	17.02	6	26.09
Upgraded knowledge	22	23.40	19	82.86
Additional personal development	22	23.40	18	78.26
Other	3	3.19	4	17.39
How soon would you enroll in the proposed Master's Program if one were to be established in Fall 2019?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Immediately	15	46.88	12	52.17
2 years	7	21.88	8	34.78
3-4 years	5	15.63	3	13.04
5-6 years	5	15.63	0	0

If you were to enroll in the proposed Master's Program, would you attend	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Full-time	8	25.00	23	100
Part-time	24	75.00	0	0
Highest degree earned?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Undergraduate (currently enrolled)	0	0.00	23	100
Bachelor's Degree	25	78.13	0	0
Graduate Degree	7	21.88	0	0
Which of the following best describes you?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Registered Dietitian/Nutritionist currently employed in the field	9	28.13	N/A	N/A
Registered Dietitian/Nutritionist currently employed outside of dietetics and nutrition	0	0.00	N/A	N/A
Registered Dietitian/Nutritionist looking for employment	2	6.25	N/A	N/A
Nutrition professional (not an RD) currently employed in the field	8	25.00	N/A	N/A
Nutrition professional (not an RD) currently employed outside of dietetics and nutrition	9	28.13	N/A	N/A
Nutrition professional (not an RD) looking for employment	4	12.50	N/A	N/A
Would your employer provide any of the following? (Check all that apply)	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %
Tuition and fees	5	18.52	N/A	N/A
Release time to attend classes	2	7.41	N/A	N/A
Mentored support	3	11.11	N/A	N/A
Paid leave	0	0.00	N/A	N/A
None	17	62.96	N/A	N/A

Does your employer require or encourage a graduate degree in community health or nutrition?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %	
	Yes	6	23.08	N/A	
	No	20	76.92	N/A	
Would the ability to apply for and receive a graduate assistantship influence your decision to enroll in the Master's Degree in Community Health and Nutrition program?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %	
	Very	15	46.88	20	71.43
	Moderately	14	43.75	4	14.29
	Not at all	3	9.38	4	14.29
If this program moves forward, would you like to be kept informed?	Alumni Count	Alumni Respondents %	Undergraduate Count	Undergraduate Respondents %	
	Yes	27	18.38	26	92.86
	No	5	15.63	2	7.14

Appendix A-1: References with Graphics

(BLS Job Outlook). Occupational Outlook Handbook. United States Department of Labor.

Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm#tab-1>

A-1

The screenshot shows the official website of the Bureau of Labor Statistics (BLS) for the Occupational Outlook Handbook. The top navigation bar includes links for Home, Subjects, Data Tools, Publications (selected), Economic Releases, Students, Beta, Follow Us (Twitter), What's New, Release Calendar, and Blog. A search bar for 'Search BLS.gov' is also present. The main header features the BLS logo and the title 'OCCUPATIONAL OUTLOOK HANDBOOK'. Below the header, a breadcrumb trail shows 'Occupational Outlook Handbook > Healthcare > Dietitians and Nutritionists'. There are links for 'EN ESPAÑOL' and 'PRINTER FRIENDLY'. A navigation menu at the top of the page includes Summary, What They Do, Work Environment, How to Become One, Pay, Job Outlook, State & Area Data, Similar Occupations, and More Info. The 'Summary' tab is selected. The main content area starts with a section titled 'Quick Facts: Dietitians and Nutritionists' which lists the following data:

Characteristic	Value
2017 Median Pay	\$59,410 per year \$28.56 per hour
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	None
On-the-job Training	Internship/residency
Number of Jobs, 2016	66,000
Job Outlook, 2016-26	15% (Much faster than average)
Employment Change, 2016-26	9,900

Below this, there is a video thumbnail showing two people working with food or documents. The 'What Dietitians and Nutritionists Do' section describes their role in promoting health and managing disease through dietary advice. The 'Work Environment' section notes they work in various settings like hospitals and clinics. The 'How to Become a Dietitian or Nutritionist' section states they need a bachelor's degree and supervised training. The 'Pay' section mentions a median wage of \$59,410. The 'Job Outlook' section projects growth of 15% from 2016 to 2026. The 'State & Area Data' section provides links for employment and wages by state and area.

(BLS). Occupational Outlook Handbook. United States Department of Labor, Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm#tab-5>

A-2

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EN ESPAÑOL | PRINTER FRIENDLY

Summary | What They Do | Work Environment | How to Become One | Pay | Job Outlook | State & Area Data | Similar Occupations | More Info | About this section

Pay

The median annual wage for dietitians and nutritionists was \$59,410 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$36,910, and the highest 10 percent earned more than \$83,070.

In May 2017, the median annual wages for dietitians and nutritionists in the top industries in which they worked were as follows:

Industry	Median Annual Wage, May 2017
Outpatient care centers	\$65,650
Hospitals; state, local, and private	60,210
Government	57,910
Nursing and residential care facilities	57,020

Many dietitians and nutritionists worked full time in 2016, although about 1 out of 4 worked part time. They may work evenings and weekends to meet with clients who are unavailable at other times.

Dietitians and Nutritionists
Median annual wages, May 2017



Category	Median Annual Wage, May 2017
Health diagnosing and treating practitioners	\$75,400
Dietitians and nutritionists	\$59,410
Total, all occupations	\$37,690

Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics.

< How to Become One | Job Outlook >

SUGGESTED CITATION:
Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook: Dietitians and Nutritionists*, on the Internet at <https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm> (visited October 25, 2018).

Last Modified Date: Friday, April 13, 2018

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(UTK) Boyd Center for Business and Economic Research. "An Economic Report to the Governor of the State of Tennessee." Haslam College of Business. UTK. 2018.

A-3

2.2. The Current Economic Environment

The Labor Market

The Tennessee labor market has demonstrated exceptional strength, with strong employment growth and a new record low unemployment rate. Following nonfarm job growth of 2.5 percent in 2015, growth accelerated slightly to 2.6 percent in 2016. The state's manufacturing sector also saw 2.5 percent growth in 2015, followed by a spike to 3.1 percent growth in 2016. We are now seeing a pattern of slowing rates of growth, consistent with an economy approaching the constraints of full employment. Year-over-year nonfarm job growth has slowed in every quarter dating back to the second quarter of 2016. National employment growth had its strongest post-recession showing in 2015 with a 2.1 percent gain. As with Tennessee, national growth is showing a propensity to slow. Slower growth is not indicative of underlying weakness in the labor market but simply a reflection of a tightening of overall economic conditions and reduced capacity for accelerated growth.

A recent snapshot of regional labor market conditions is shown in Figure 2.1 where nonfarm job growth figures are presented for Tennessee and other southeastern states. Between the third quarter of 2016 and the third quarter of 2017 (the most recent quarter for which data are available), Tennessee had 1.6 percent growth in nonfarm jobs, ahead of the 1.4 percent national average and placing the state fourth in the region behind

Arkansas (2.2 percent growth), Georgia (2.2 percent growth) and Florida (2.0 percent growth).

While the Great Recession ended in the summer of 2009, nonfarm jobs did not show a return to the black until 2011. The employment losses in 2008, 2009 and 2010 left gaping holes in employment in most sectors of the state economy. It is remarkable that the level of employment in Tennessee did not return to its pre-recession peak until 2014. This is testimony to the depths of the Great Recession.

Figure 2.2 places these post-recession trends in context showing the extent to which broad sectors of the state economy have recovered compared to the first month of the Great Recession in December, 2007. Total nonfarm employment is up just 7.8 percent compared to the eve of the recession. Despite strong growth in manufacturing, the gains have been insufficient to erase all of the losses endured over the economic downturn and its immediate aftermath. Mining, logging and construction, along with information, also trail pre-recession levels of employment. Professional and business services have had the best showing of any sector, with employment up 26.0 percent. Education and health services—the only broad sector of the economy that did not see employment losses during the recession—enjoyed a 22.2 percent employment gain. Leisure and hospitality services have also seen healthy growth with jobs up 18.1 percent.

(BLS Industry Profile). Occupational Outlook Handbook. United States Department of Labor. Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

<https://www.bls.gov/oes/current/oes291031.htm#ind>

A-4



Industry profile for this occupation: [Top](#)

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
General Medical and Surgical Hospitals	18,130	0.33	\$29.46	\$61,280
Outpatient Care Centers	6,810	0.77	\$31.85	\$66,250
Nursing Care Facilities (Skilled Nursing Facilities)	5,150	0.32	\$27.98	\$58,200
Local Government, excluding schools and hospitals (OES Designation)	4,160	0.08	\$25.14	\$52,290
Special Food Services	4,100	0.59	\$28.17	\$58,600

Industries with the highest concentration of employment in this occupation:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Outpatient Care Centers	6,810	0.77	\$31.85	\$66,250
Specialty (except Psychiatric and Substance Abuse) Hospitals	1,560	0.60	\$30.38	\$63,190
Special Food Services	4,100	0.59	\$28.17	\$58,600
Psychiatric and Substance Abuse Hospitals	780	0.33	\$29.60	\$61,560
General Medical and Surgical Hospitals	18,130	0.33	\$29.46	\$61,280

Top paying industries for this occupation:

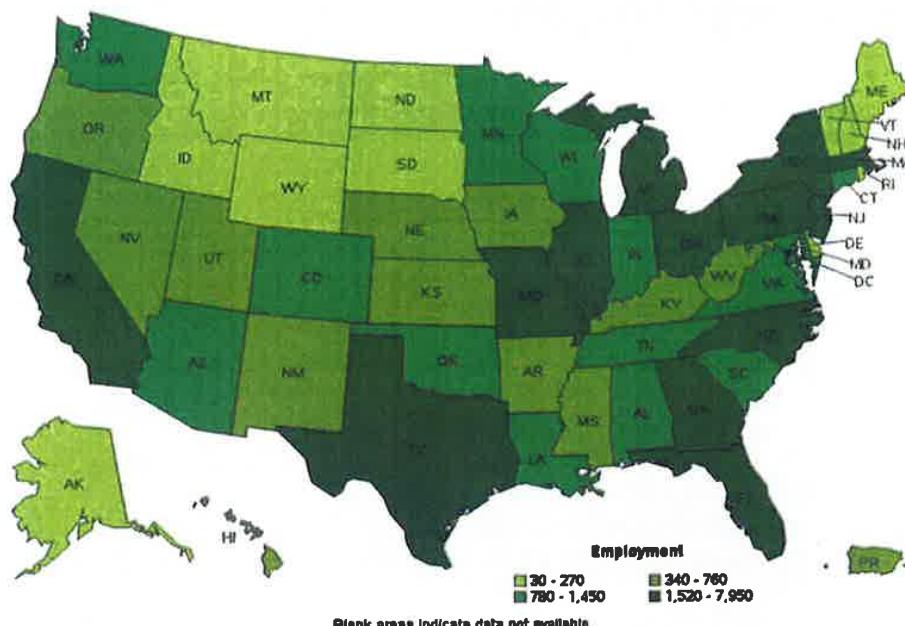
Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Animal Food Manufacturing	60	0.11	\$38.56	\$80,210
Federal Executive Branch (OES Designation)	2,330	0.11	\$34.91	\$72,610
Merchant Wholesalers, Nondurable Goods (4242 and 4246 only)	50	0.01	\$33.59	\$69,860
Grantmaking and Giving Services	(8)	(8)	\$33.12	\$68,900
Scientific Research and Development Services	150	0.02	\$32.47	\$67,540

Geographic profile for this occupation: [Top](#)

States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

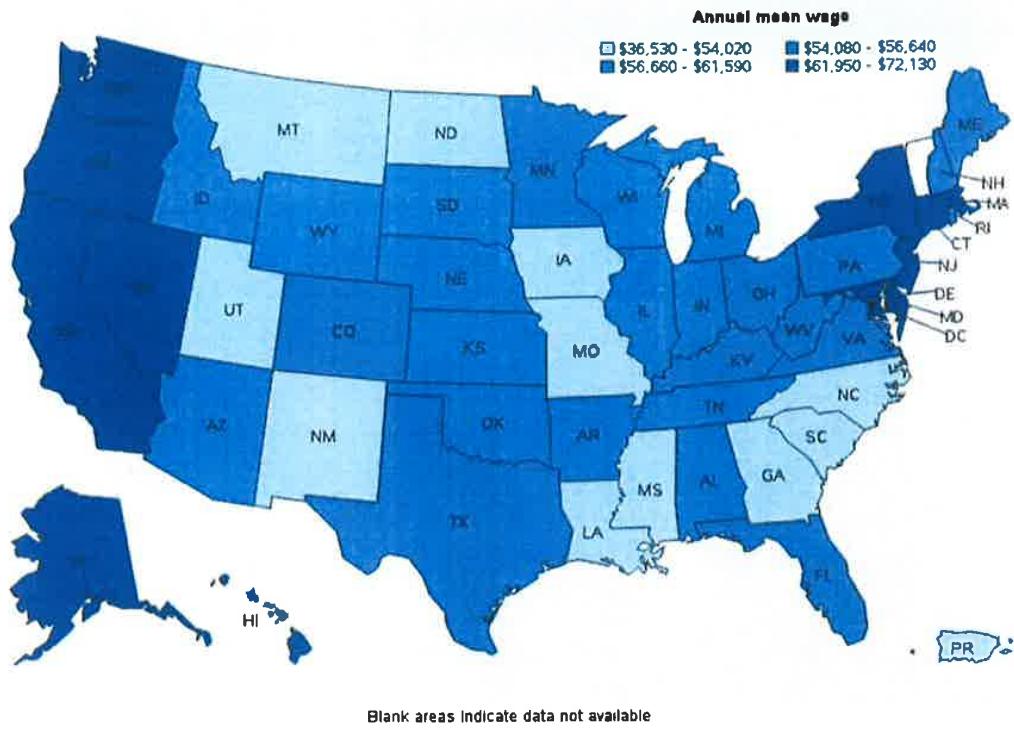
Geographic profile for this occupation: [Top](#)

States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.

Employment of dietitians and nutritionists, by state, May 2017**States with the highest employment level in this occupation:**

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
California	7,950	0.48	1.08	\$34.68	\$72,130
Texas	4,990	0.42	0.95	\$27.37	\$56,920
New York	4,800	0.52	1.18	\$31.96	\$66,480
Pennsylvania	2,950	0.51	1.15	\$27.53	\$57,270
Florida	2,590	0.31	0.70	\$29.38	\$61,100

Annual mean wage of dietitians and nutritionists, by state, May 2017

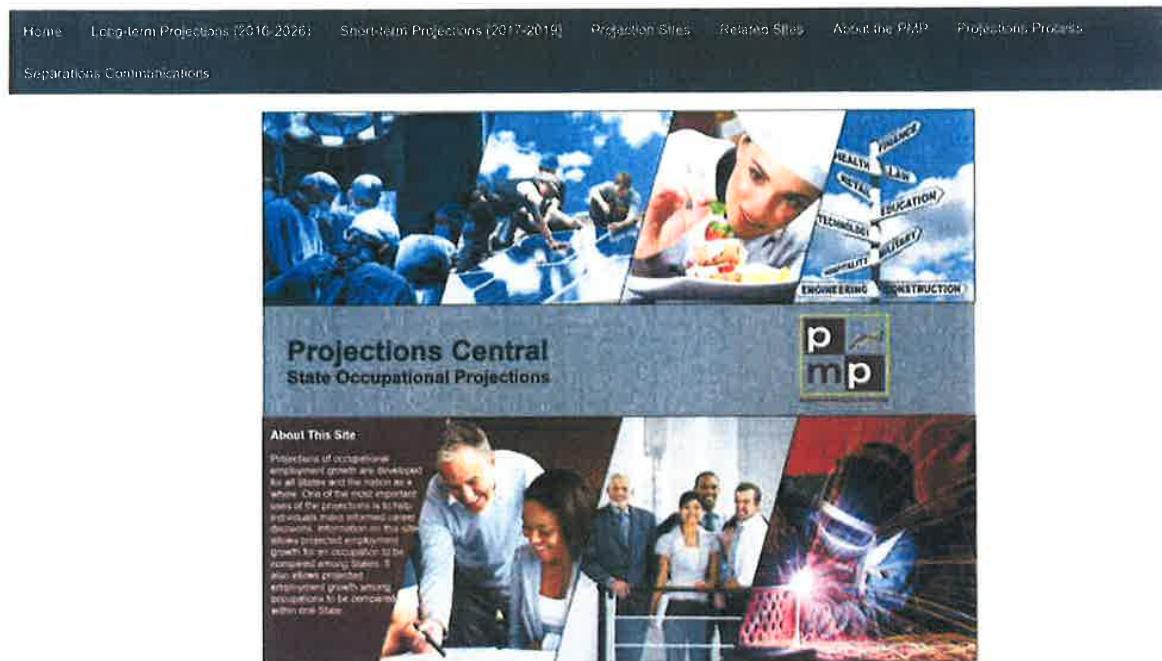


Top paying States for this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (2)	Hourly mean wage	Annual mean wage (2)
California	7,950	0.48	1.08	\$34.68	\$72,130
Alaska	150	0.46	1.05	\$32.84	\$68,310
Oregon	710	0.39	0.87	\$32.61	\$67,820
New Jersey	1,880	0.47	1.06	\$32.60	\$67,800
Connecticut	850	0.52	1.17	\$32.34	\$67,270

(PC). Projections Central. "State Occupational Projections." Accessed Fall 2018.
<http://www.projectionscentral.com/>

A-5



Employer/alumni Letters of Support

A-6

1. Cookeville Regional Medical Center
2. Commission on Dietetic Registration
3. UT Extension Institute of Agriculture
4. Tennessee Department of Health
5. Michaela Pedigo- Alumni
6. Emily Murray- Alumni
7. Josh Murray- TTU alumni
8. Sara Hartsell- Adjunct professor and alumni
9. Kylie Motichek- Alumni
10. Rebeca Duarte- Alumni
11. Jess Britten -Alumni



To: Dr. Melinda Anderson
From: Tracy Galyean, Director of Food and Nutrition Services
Date: September 17, 2018

Dear Dr. Anderson

It is with great enthusiasm I provide this letter of support for the proposed Master of Science degree in Community Health and Nutrition within the School of Human Ecology at Tennessee Tech.

The Commission on Dietetic Registration (CDR) recently released new Eligibility Requirements which will require students to have a graduate degree to sit for the Registered Dietitian exam beginning in 2024. However, the hiring market for Registered Dietitians (RDs) is already a competitive market; and Cookeville Regional Medical Center (CRMC) specifically looks for RDs who already have an MS degree. Providing this degree at TTU will increase the hiring pool of potential clinical RDs in the area; as well as allow us to hire RDs who can then complete the MS degree while employed.

CRMIC has a long-standing collaboration with the School of Human Ecology, Nutrition and Dietetics program; several of our current RDs are alumni of the program and we host many undergraduate students each year for field experience hours. Offering a graduate degree in Community Health and Nutrition is a win-win for both of us.

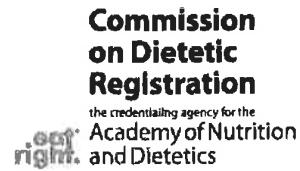
The MS Degree in Community Health and Nutrition will enhance an already strong undergraduate Nutrition and Dietetics program; one that has been accredited with the Academy of Nutrition and Dietetics since the early 1980s. I look forward to continued collaborations with the addition of this new graduate degree.

Please contact me if I can provide any additional information.

Sincerely,

Tracy Galyean

Tracy J Galyean, MS,RDN,LDN,CDE
Director of Food and Nutrition Services
1 Medical Center Boulevard, Cookeville, TN 38501
Phone: 931-783-2613



120 South Riverside Plaza
Suite 2190
Chicago, Illinois 60606-6995
312.899.0040 ext. 5500
www.cdrnet.org

August 31, 2018

Dr. Melinda Anderson
Director, School of Human Ecology
Tennessee Tech University
Box 5035
Cookeville, TN 38505

Dear Dr. Anderson

It is with great enthusiasm that I provide this letter of support for the proposed Master of Science degree in Community Health and Nutrition within the School of Human Ecology at Tennessee Tech.

The Commission on Dietetic Registration has established new registration eligibility requirements effective January 1, 2024 all applicants for registration eligibility will be required to have completed the minimum of a graduate degree granted by a U.S. regionally accredited college or university or foreign equivalent. All other academic and supervised practice requirements remain the same.

The MS Degree in Community Health and Nutrition would provide an additional option for students to achieve the required graduate degree. Delivering the degree as an online degree opens it to a wide audience who will be seeking the flexibility of this type of graduate degree.

Please contact me if I can provide any additional details regarding these new CDR registration requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Reidy".

Christine Reidy, RD
Executive Director



Central Region Office
5201 Merchant Drive
Nashville, TN 37211
office: (615) 832-6550

Dr. Melinda Anderson
Director, School of Human Ecology
Tennessee Tech University
Box 5035
Cookeville, TN 38505

Dear Dr. Anderson

It is my pleasure to provide this letter of support for the proposed Master of Science degree in Community Health and Nutrition within the School of Human Ecology at Tennessee Tech University.

Providing this degree at Tennessee Tech will increase the hiring pool of Extension agents with preparation in graduate-level community nutrition; as well as allow UT Extension to hire students who can then complete the Master of Science degree while employed.

UT Extension has a long-standing collaboration with the School of Human Ecology, Nutrition and Dietetics program. Several current Family and Consumer Sciences Extension Agents are alumni of the program, and we host many undergraduate students each year for field experience hours. Offering a graduate degree in Community Health and Nutrition is indeed a strong opportunity for us to hire graduates even more qualified to deliver high-quality nutrition services to the communities they will serve.

The MS Degree in Community Health and Nutrition will enhance an already strong undergraduate Nutrition and Dietetics program; one that has held accreditation with the Academy of Nutrition and Dietetics since the early 1980s. I look forward to continued collaborations with the addition of this new graduate degree.

Please contact me if I can provide any additional information.

Sincerely,

A handwritten signature in black ink that reads "Allisen Penn".

Allisen Penn
Regional Program Leader



Date: October 3, 2018

Dr. Melinda Anderson
Director, School of Human Ecology
Tennessee Tech University
Box 5035
Cookeville, TN 38505

Dear Dr. Anderson

I am delighted to provide this letter of support for the proposed Master of Science degree in Community Health and Nutrition within the School of Human Ecology at Tennessee Tech.

The Commission on Dietetic Registration (CDR) recently released new Eligibility Requirements which will require students to have a graduate degree to sit for the Registered Dietitian (RD) exam beginning in 2024. However, the hiring market for Registered Dietitians is already very competitive and Upper Cumberland Regional Health Office often has long searches to find and hire appropriately qualified Registered Dietitians. The proposed MS degree at TTU will increase the hiring pool of potential clinical RDs in the area; it will allow us to hire RDs who can then complete the MS degree while employed.

The Upper Cumberland Regional Health Office has a long-standing history and tradition of successful collaboration with the School of Human Ecology, Nutrition and Dietetics program. In fact, several of our current and former nutrition educators and Registered Dietitians are alumni of the Tennessee Tech program. We also host many of their undergraduate students each year for their field experience hours.

It will be of great benefit to our current and future dietitians to be able to have the flexibility to pursue an online degree in Community Health and Nutrition at Tennessee Tech.

Please contact me if I can be of further assistance in this matter.

Sincerely,


Deborah K. Johnson
Regional Health Director

September 28, 2018

Dear Graduate Program Approval Committee,

Currently, I am a registered dietitian beginning my career in the field of dietetics as the new University of Tennessee Extension Family and Consumer Sciences Agent in Macon County, Tennessee. In May of 2016, I graduated from Tennessee Tech with a Bachelor of Science in Human Ecology with a Concentration in Food, Nutrition, and Dietetics, and in May of 2018, I graduated from East Tennessee State University with a Master of Science in Clinical Nutrition and completed the Dietetic Internship. Even though I value my time and experiences while receiving my master's degree at ETSU, I would have highly considered pursuing a master's degree through Tennessee Tech, where I gained my interest and desire for providing nutrition education and compassionate care for various populations through the diverse opportunities available in the field of dietetics, if there would have been a master's degree option offered at the time of my graduation.

The first time I met with a faculty member from the School of Human Ecology at Tennessee Tech to discuss my future I did not realize how significantly all of the wonderful faculty would impact and assist with my journey toward becoming a registered dietitian. In addition, they supplied me with a high quality education and many valuable life lessons. Throughout my time at Tennessee Tech, I developed the knowledge and skills to be a better person, professional, leader, team member, public speaker, educator, facilitator, communicator, critical thinker, listener, decision maker, employee, colleague, and lifelong learner. Without the wonderful assistance, cooperation, and support of the School of Human Ecology faculty, I would not have achieved my goals of being accepted into a combined dietetic internship and master's degree program, becoming a registered dietitian, and obtaining my first job in community health and nutrition outreach and education.

Personally, I admire the faculty in the School of Human Ecology for their honest desire to assist all of their students on their respective paths to success. In regards to the ability and readiness of the School of Human Ecology to provide an online master's degree in Community Health and Nutrition, I have complete confidence that they can provide a high quality graduate-level education to students. Therefore, the School of Human Ecology truly deserves approval for the opportunity to expand the educational outreach offered through the School of Human Ecology for in turn growth of the College of Agriculture and Human Ecology and Tennessee Tech as a whole. In addition, I am supportive and excited for the initiation, growth, and development of graduate-level programs for students through the School of Human Ecology at Tennessee Tech.

Sincerely,
Michaela Pedigo, MS, RDN, LDN

1116 Monte Bella Place
Franklin, TN 37067
September 19th, 2018

Ms. Emily Murray, RD, LDN
Registered Dietitian
Licensed Dietitian Nutritionist

Dr. Anderson,

I am pleased to hear about the possibility of an online Master's Degree in Community Health and Nutrition at TTU. I have a strong desire to continue my education in the form a Master's Degree, starting in fall of 2019. So far in my search for graduate degree programs, it has been difficult to identify a university that meets my academic expectations, while also maintaining an affordable cost.

As an alumni of TTU, I am thrilled at the possibility of continuing my education at an institution that I am confident embodies some of the best principles of higher education. An online Master's Degree in Community Health and Nutrition would give graduates a competitive edge in the field of Nutrition and Dietetics, considering that it will be *required* for all registered dietitians by the year of 2024.

I have spent the last 24 hours calling and e-mailing past graduates of the program, as well as current colleagues, informing them about this exciting opportunity. I am eager to report that many alumni from TTU's Nutrition and Dietetics program are very excited about the opportunity, in addition to *several* of my colleagues from The Dietetic Internship Program at Vanderbilt University Medical Center in Nashville, TN.

Tennessee Technological University's Nutrition and Dietetics program has a fantastic reputation among internship directors and other dietetics professionals, and I truly believe it would have no problem attracting an exceptional number of students for the fall semester of 2019. Although I do not know who would be responsible for facilitating the online courses, I would love the possibility of learning from Dr. Samantha Hutson once again. I cannot speak highly enough about the incredible work that Dr. Hutson and yourself have done in TTU's Nutrition and Dietetics Program.

I am looking forward to the possibility of continuing my education at Tennessee Technological University. I will be on the lookout for more information on this opportunity.

Best,

Emily Murray, RD, LDN
emurray4110@gmail.com
615-717-8589

Dr. Anderson,

I recently found out about the possibility of TTU offering an online Master's Degree in Community Health and Nutrition. My wife has recently started the process of looking into online Master's programs for 2019 that will give her a strong, reputable education, while still being affordable. This has proven to be a difficult search given her high educational expectations, but something that I know TTU would be able to accomplish.

Having graduated from TTU recently, I know the value that a Tennessee Tech education provides in the workforce and am thrilled that this program is being considered. Offering this program will help build on TTU's strong Nutrition and Dietetics program and enable students to gain a competitive advantage in their field.

I look forward to hearing more about this program.

Sincerely,



Josh Murray

Tuesday, October 16, 2018 at 7:38 PM

Hi Dr. Anderson,

Here is my paragraph in support of the MS/DI program at TTU. I mean every word, and I wish you the best of luck as you start this process. Please let me know if there is anything else I can do for you!

As a TTU alumnus, I would have sought out the opportunity to complete an advanced nutrition degree at Tennessee Tech University (TTU) if it had been available to me. Although I completed my Dietetic Internship and Master's degree elsewhere, both of these programs did not compare to my experiences at TTU. I thoroughly missed the guidance and mentorships offered at TTU while completing my advanced degrees. Without a doubt, I highly recommend offering a combined Master's + Dietetic Internship program at TTU as it would be so very beneficial for students to gain the knowledge and skills to be equipped as Master's-level Registered Dietitians in the field.

Thank you!

Sara

Sara C Hay Hartsell, MS, RDN, LD
803-622-7717

Monday, September 24, 2018 at 1:12:44 PM Central Daylight Time

Subject: UPDATED

Date: Thursday, August 30, 2018 at 3:56:30 PM Central Daylight Time

From: Kylie N Gabriel

To: Anderson, Melinda

From: Kylie N Gabriel

Sent: Thursday, August 30, 2018 4:55 PM

To: Melinda Anderson

Subject: Letter of Support

To whom it may concern,

I am currently pursuing a Masters in Business Administration at Tennessee Tech University. As an undergrad, my hopes had always been to pursue either an MS in Nutrition or to be selected for an internship, both acting as stepping stones in fulfilling my dreams of becoming a registered dietitian. Unfortunately, as time drew near to graduation, I knew that I would have to supplement my dream with what was accessible both financially and logistically so I decided to postpone my plans. I applied for and was accepted into an MBA program at Tennessee Tech and eventually landed a graduate assistantship position to assist with the cost of graduate school. If an MS was offered at TTU, I would be on my way to applying for internships in a few months and would likely be graduating in December. I could have used my GA award to pay for my tuition and still would have had time to volunteer at our local hospital or nursing home. I would have been a fierce competitor in the next round of DICAS applicants. I am writing you to express my most sincere support of an MS in Community Nutrition program at TTU. We have a growing list of individuals who are interested in this program and it would be to the benefit of not only the school, but the entire dietetic community to create this addition. Tennessee Tech offers a highly competitive undergraduate program and all but one individual in my graduating class who applied for internships were selected. We also had a winner from our school for our research posters at the TAND conference in 2017. I believe I can speak on behalf of my graduating class when I say that I believe if we had the ability to attend Tech for our MS in Community Nutrition, many of us would have applied. No matter the outcome, I want to express my gratitude for my professors and the Director of the School of Human Ecology, Dr. Melinda Anderson, for her fierce pursuit of educating and nurturing her students with abundant knowledge and grace. Our college would not be nearly as professional or motivated without her.

Thank you,
Kylie Motichek

Monday, September 24, 2018 at 1:13:08 PM Central Daylight Time

Subject: Update BS Nutrition to MBA
Date: Thursday, August 30, 2018 at 11:30:53 AM Central Daylight Time
From: Rebeca Maria Duarte Bodewig
To: Anderson, Melinda
Attachments: Outlook-mdp1ihgb.jpg

Hi Dr. Anderson,

I wanted to reach out to you and tell you a little bit about how I ended up from getting a Bachelor's in Nutrition to now getting my MBA. I have always been interested in Nutrition and the impact on our health and bodies. However, while working through the program at Tennessee Tech towards the end, I found myself not knowing what path to take. The dietetic internship was not an option, since I did not have the means to pay for that and also I was more interested in community nutrition (since I did an internship with UTExtension) and maybe teaching at a higher level sometime in the future.

I knew I wanted to stay in Cookeville, but I did not see another option but to pursue a higher education degree in the school of business where I had no background but was the "easiest" option and could broaden my opportunities. I am sure if having the option of getting a MS degree in Community Health and Nutrition right here at Tennessee Tech I would have definitely pursued that option since that would have been closer to my field.

I am still hoping to pursue higher education in the Nutrition field and I would love to do it right here at Tennessee Tech. I am sure more students in the field feel the same way and hope one day they can further their education at Tennessee Tech with an MS in Nutrition!

I hope my story helps in some way to the school of Human Ecology. Thank you for all of your help in the last few years.

Sincerely,

Rebeca Duarte

Graduate Assistant
Study Abroad Office
www.tntech.edu/studyabroad



Monday, September 24, 2018 at 12:51:01 PM Central Daylight Time

Subject: Online Master's program

Date: Wednesday, September 19, 2018 at 8:39:58 AM Central Daylight Time

From: Jess Britten

To: Anderson, Melinda

Hi Dr. Anderson,

First of all, how are you? I hope things are going well at Tech!

Emily Carr Murray reached out to me about a new program that you are trying to start at TTU - the online Master's in Community Health and Nutrition. I think this would be an excellent idea! I would certainly not be where I am today without the educational foundation of TTU and I think the online program would be a great way to reach a new generation of students, as well as a wider audience.

I wish you luck in your endeavors. Please let me know if I can be of any assistance.

Be well,

Jess Britten, MA, RD, LDN
Clinical Dietitian
Summit View Health Services

Rogers D. "Compensation and Benefits Survey 2013: Education and job responsibility key to increased compensation." *Journal of the Academy of Nutrition and Dietetics*. 2014;114(1):17–33.

<http://dx.doi.org/10.1016/j.jand.2013.11.008> [PubMed]

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Editor's Note: The Compensation & Benefits Survey of the Dietetics Profession continues to provide the most comprehensive and authoritative source of information on compensation in the profession. It should prove to be an asset to practitioners and their employers in all major practice settings, as well as provide reference material for self-employed nutrition and dietetics practitioners.

A detailed electronic report of survey results is available through the Academy website. This comprehensive report details compensation for dozens of core dietitian and dietetic technician jobs, broken down by job title, region, education, experience, supervisory responsibility, and much more. Of particular interest to practitioners will be the interactive salary calculator, which offers the user an estimation of what practitioners with similar characteristics and in similar situations earn, on average. Access this resource (free to Academy members) at www.eatrightPRO.org/salarysurvey.

RESULTS ARE IN FOR THE eighth edition of the most comprehensive survey of nutrition and dietetics compensation available: the *Compensation & Benefits Survey of the Dietetics Profession 2017*, sponsored by the Academy of Nutrition and Dietetics.

Registered dietitian nutritionist (RDN) median annualized wages now

This article was written by Dick Rogers, senior vice president, Readex Research, Stillwater, MN. His firm was responsible for design, execution and reporting of the Academy's Compensation & Benefits Survey of the Dietetics Profession 2017.

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<https://doi.org/10.1016/j.jand.2017.11.016>

stand at \$63,340 per year, virtually the same as in 2015; nutrition and dietetics technician, registered (NDTR) median annualized wages remained identical, at \$42,000. These results primarily reflect declining average age in the profession: as higher-earning baby boomers retire, they are replaced by younger, lower-earning professionals.

As in all past surveys, wages varied by position, and the importance of increased education and job responsibility to increased compensation is still apparent. Nutrition/dietetics practitioners continue to receive attractive benefits packages.

PRACTITIONER PROFILE

Nutrition/Dietetics Employment Defined

As in all prior administrations (most recently, 2015¹), the survey sought to measure compensation for nutrition and dietetics-related employment, which was purposely conceived broadly:

A nutrition and dietetics-related position is considered to be any position that requires or makes use of your education, training, and/or experience in nutrition or dietetics, including situations outside of "traditional" dietetics practice.

By way of example, respondents were referred to an enclosure naming and briefly describing 60 core nutrition and dietetics positions. These positions included not only "traditional" dietetics jobs such as clinical dietitian, outpatient dietitian, or Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) nutritionist, but also jobs in such areas as informatics, consulting, sales, and communications.

Employment Trends

Based on this definition of nutrition and dietetics-related employment, 18% reported they are not currently employed or self-employed in the field. Among the small group of practitioners not currently registered as RDNs or NDTRs, that figure jumps to 47% (Table 1).

Of the 18% not currently working in the field, about half would like to/expect to do so in the future.

Three percent of all respondents indicated they had been let go from nutrition and dietetics-related job due to economic conditions (eg, staff reductions, facility closings) in the 12

ABOUT THE SURVEY

Over the years, the Academy of Nutrition and Dietetics has received many requests from members for objective, reliable information about industry norms for pay and benefit levels for the dietetics profession. The Academy responded to members' needs in 2002 by commissioning the *Dietetics Compensation & Benefits Survey*, the most comprehensive survey of its type in the profession up to that point. To continue to provide this valuable resource, the Academy has funded updates of that original extensive survey in alternate years beginning in 2005, building on the strengths of the initial effort and improving it with several refinements.

The 2017 survey was conducted across a probability sample drawn from the population of all domestic Active category Academy members (N=51,440) plus all domestic nonmembers maintaining current registration as an RDN or NDTR (N=48,301). To preserve confidentiality, an outside research firm was contracted to collect data via internet and mail survey from June 22 through August 21, 2017. From the sample of 30,000, contacted via internet and regular mail, 9,000 usable responses were received—a 30% response rate. The margin of error for the 6,461 practicing RDNs is ±1.2%; for the 889 practicing NDTRs, ±2.8%.

Rogers D. "Compensation and Benefits Survey 2013: Education and job responsibility key to increased compensation." *Journal of the Academy of Nutrition and Dietetics*. 2014;114(1):17–33.

<http://dx.doi.org/10.1016/j.jand.2013.11.008> . [PubMed]

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FROM THE ACADEMY

Table 1. Prevalence of nutrition and dietetics-related employment, from *Compensation & Benefits Survey of the Dietetics Profession 2017*

	No. responding	% In field
RDNs ^a	7,595	85%
NDTRs ^b	1,287	69%
Nonregistered professionals	118	53%
Total	9,000	82%

^a RDNs represent registered dietitians.
^b NDTRs represent nutrition and dietetics technicians, registered.



Figure 1. Employment sector of nutrition and dietetics practitioners (n=7,412), from *Compensation & Benefits Survey of the Dietetics Profession 2017*.

months before the survey administration in summer 2017; that figure is the same as in 2015, and well below the 12% recorded in 2009 during the last recession.

Among those not currently employed in a nutrition and dietetics-related position, primary causes include being at home raising a family (24%), finding a higher-paying job outside of the field (17%), and changing career/profession (15%). About one in seven (14%) indicated they have not been able to find nutrition and dietetics employment, up 3 points from 2015, while 19% label themselves as retired, up 6 points since 2011.

Other reasons cited for nonemployment in the field were: relocated or in the process of relocating (7%), promoted to a non-dietetics-related position (6%), currently a student (6%), and disability/health problems (3%).

The balance of the results discussed here reflect the 7,412 respondents who indicated they are currently employed or self-employed in a nutrition and dietetics-related position—"practitioners." Those who were employed or self-employed in more than one such position were asked to respond only for what they considered to be their primary nutrition and dietetics-related position.

Who Are Nutrition/Dietetics Practitioners?

Ninety-four percent of practitioners are female, similar to prior surveys. Median age of practitioners is 42 years, down from 49 in 2015; 26% are 55 or older, while 36% are under 35. This age profile is significantly younger than seen in the 2015 survey, and may reflect the long-expected turnover due to retirement of the baby boomers. Five percent indicated Hispanic heritage, and 10% indicated a race other than white (5% Asian, 3% black/African American, and 2% other).

Over half of RDNs hold a graduate degree (50% master's, 4% doctoral), similar to 2013 and 2015. For the first time, a majority of NDTRs (55%) hold a bachelor's or master's as their highest degree; the advent of the Pathway III route to registration has had a major effect.

About two in three practicing RDNs (63%) are members of the Academy, as are 39% of practicing NDTRs. Thirty-four percent of RDNs and 2% of NDTRs

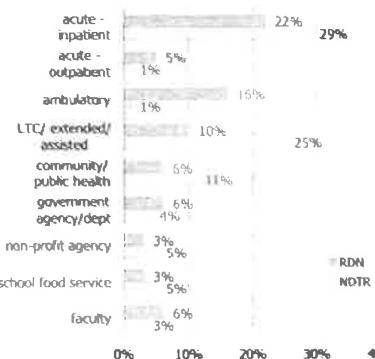


Figure 2. Most prevalent work settings of practicing registered dietitian nutritionists (RDNs) (n=6,461) and practicing nutrition and dietetics technicians, registered (NDTRs) (n=889), from *Compensation & Benefits Survey of the Dietetics Profession 2017*. LTC=long-term care.

Rogers D. "Compensation and Benefits Survey 2013: Education and job responsibility key to increased compensation." *Journal of the Academy of Nutrition and Dietetics*. 2014;114(1):17–33.

<http://dx.doi.org/10.1016/j.jand.2013.11.008> . [PubMed]

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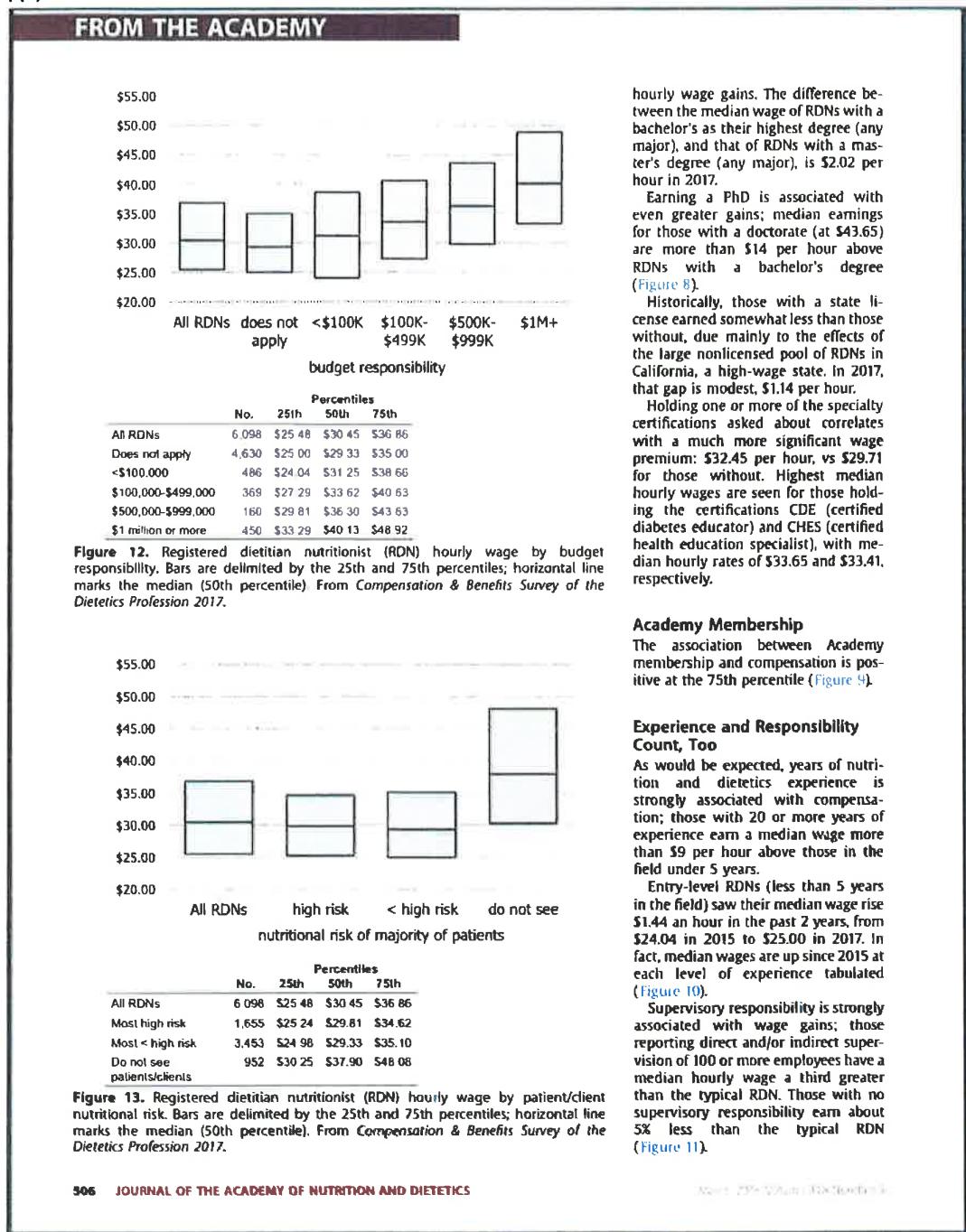


Figure 12. Registered dietitian nutritionist (RDN) hourly wage by budget responsibility. Bars are delimited by the 25th and 75th percentiles; horizontal line marks the median (50th percentile). From *Compensation & Benefits Survey of the Dietetics Profession 2017*.

hourly wage gains. The difference between the median wage of RDNs with a bachelor's as their highest degree (any major), and that of RDNs with a master's degree (any major), is \$2.02 per hour in 2017.

Earning a PhD is associated with even greater gains; median earnings for those with a doctorate (at \$43.65) are more than \$14 per hour above RDNs with a bachelor's degree (Figure 8).

Historically, those with a state license earned somewhat less than those without, due mainly to the effects of the large nonlicensed pool of RDNs in California, a high-wage state. In 2017, that gap is modest, \$1.14 per hour.

Holding one or more of the specialty certifications asked about correlates with a much more significant wage premium: \$32.45 per hour, vs \$29.71 for those without. Highest median hourly wages are seen for those holding the certifications CDE (certified diabetes educator) and CHES (certified health education specialist), with median hourly rates of \$33.65 and \$33.41, respectively.

Academy Membership

The association between Academy membership and compensation is positive at the 75th percentile (Figure 9).

Experience and Responsibility Count, Too

As would be expected, years of nutrition and dietetics experience is strongly associated with compensation; those with 20 or more years of experience earn a median wage more than \$9 per hour above those in the field under 5 years.

Entry-level RDNs (less than 5 years in the field) saw their median wage rise \$1.44 an hour in the past 2 years, from \$24.04 in 2015 to \$25.00 in 2017. In fact, median wages are up since 2015 at each level of experience tabulated (Figure 10).

Supervisory responsibility is strongly associated with wage gains; those reporting direct and/or indirect supervision of 100 or more employees have a median hourly wage a third greater than the typical RDN. Those with no supervisory responsibility earn about 5% less than the typical RDN (Figure 11).

Figure 13. Registered dietitian nutritionist (RDN) hourly wage by patient/client nutritional risk. Bars are delimited by the 25th and 75th percentiles; horizontal line marks the median (50th percentile). From *Compensation & Benefits Survey of the Dietetics Profession 2017*.

Short Term Occupational Projections (2017-2019)

This page allows you to sort, search and export short term projections. To sort the data click on the header of the column to sort. You can filter the data by clicking on the "Search" button at the bottom of the grid. Click the "Export - CSV" button to export the data based on the current sort and filter options. If the grid below is blank when a particular state is selected, it means that that state has not yet submitted their projections. You can go to the "Projections Site" link at the left and select individual state links for more information.

Search

Area	Occupations
Tennessee	<input checked="" type="checkbox"/> Detectives and Criminal Investigators <input checked="" type="checkbox"/> Diagnostic Medical Sonographers <input checked="" type="checkbox"/> Dietetic Technicians <input checked="" type="checkbox"/> Dietitians and Nutritionists <input checked="" type="checkbox"/> Dining Room and Cafeteria Attendants and Bartender Helpers <input checked="" type="checkbox"/> Directors, Religious Activities and Education If highlighting specific occupations, please select no more than 40.

[Search](#) [Reset](#)

Area	Title	Base	Projected	Change	% Change	Avg. Ann Opening:
Tennessee	Dietitians and Nutritk	1,050	1,090	40	3.2	

[Export - CSV](#)
[View 1 - 1 of 1](#)

[Download](#) [About the numbers](#)

Note: For downloaded CSV files, formatting the SOC column of the spreadsheet as "Custom", with a format of "mm-yyyy", will solve the issue of some SOC codes appearing as dates.

Long Term Occupational Projections (2016-2026)

This page allows you to sort, search and export long term projections. To sort the data click on the header of the column to sort. You can filter the data by clicking on the "Search" button at the bottom of the grid. Click the "Export - CSV" button to export the data based on the current sort and filter options. If the grid below is blank when a particular state is selected, it means that that state has not yet submitted their projections. You can go to the "Projections Site" link at the left and select individual state links for more information.

Search

Area	Occupations
Tennessee	<ul style="list-style-type: none"> ▼ Detectives and Criminal Investigators Diagnostic Medical Sonographers Dietetic Technicians Dietitians and Nutritionists Dining Room and Cafeteria Attendants and Bartender Helpers Directors, Religious Activities and Education <p>If highlighting specific occupations, please select no more than 40.</p>
	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Area	Title ▾	Base	Projected	Change	% Change	Avg. Ann Openings
Tennessee	Dietitians and Nutrition	1,050	1,220	170	15.9	

(Career) Career One Stop. "Sponsored by the U.S. Department of Labor." Accessed Fall 2018.
<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

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The screenshot shows the 'Dietitians and Nutritionists' occupation profile page on the CareerOneStop website. The top navigation bar includes links for Explore Careers, Find Training, Job Search, Find Local Help, Toolkit, Resources For, and a search icon. Below the navigation is a sidebar with buttons for New Search, Show More, and Help.

Description: what do they do?

Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.

Also known as:

Clinical Dietician, Registered Dietician, Clinical Dietitian, Pediatric Clinical Dietician, Registered Dietitian, Outpatient Dietitian, Nutritionist, Dietitian, Dietary Manager, Correctional Food Service Supervisor

Career video

A video player window shows a woman in a kitchen setting, likely demonstrating a nutritional meal preparation.

Outlook: will there be jobs?

New job opportunities are **very likely** in the future.

This occupation is:

- Expected to grow much faster than average

Find Job Openings

Help

View transcript

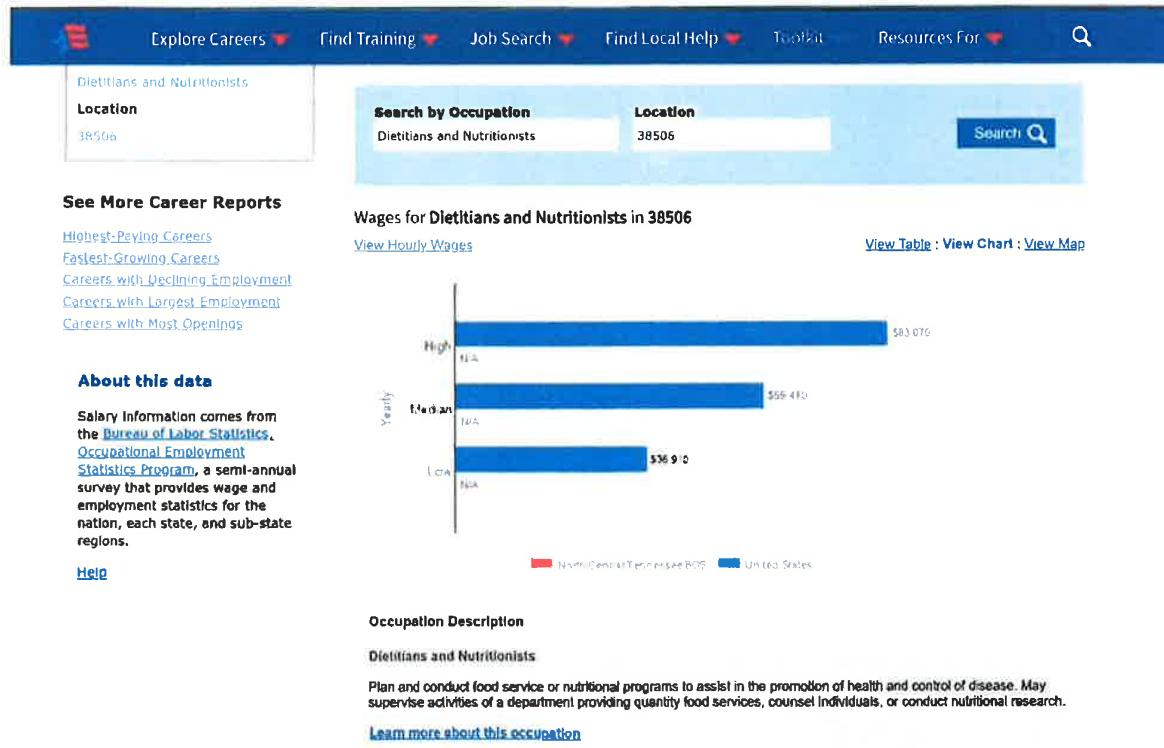
Projected employment

Tennessee	United States
1,050 2016 Employment	68,000 2016 Employment
1,220 2026 Employment	77,900 2026 Employment
16% Percent change	15% Percent change
90 Annual projected job openings	5,400 Annual projected job openings

(Career) Career One Stop. Salary Kit. "Sponsored by the U.S. Department of Labor." Accessed Fall 2018.

<https://www.careeronestop.org/toolkit/wages/find-salary.aspx?frd=true>

A-8



Appendix B: Financial Projections

**Tennessee Higher Education Commission
Attachment A: THEC Financial Projections
Tennessee Tech University
Master of Science in Community Health and Nutrition**

Seven-year projections are required for doctoral programs.

Five-year projections are required for baccalaureate and Master's degree programs.

Three-year projections are required for associate degrees and undergraduate certificates.

Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
I. Expenditures							
A. One-time Expenditures							
New/Renovated Space	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	1,500	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Furniture	1,000	-	-	-	-	-	-
Sub-Total One-time	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Recurring Expenditures							
Personnel							
Administration							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Sub-Total Administration	\$ -	\$ -	\$ -				
Faculty							
Salary	\$ 115,000	\$ 117,300	\$ 119,646	\$ 122,039	\$ 124,480	\$ -	\$ -
Benefits	48,300	49,266	50,251	51,256	52,281	-	-
Sub-Total Faculty	\$ 163,300	\$ 166,566	\$ 169,897	\$ 173,295	\$ 176,761	\$ -	\$ -
Support Staff							
Salary	\$ 13,000	\$ 13,260	\$ 13,525	\$ 13,796	\$ 14,072	\$ -	\$ -
Benefits	5,460	5,569	5,681	5,794	5,910	-	-
Sub-Total Support Staff	\$ 18,460	\$ 18,829	\$ 19,206	\$ 19,590	\$ 19,982	\$ -	\$ -
Graduate Assistants							
Salary						\$ -	\$ -
Benefits	-	-	-	-	-	-	-
Tuition and Fees* (See Below)						-	-
Sub-Total Graduate Assistants	\$ -	\$ -	\$ -				
Operating							
Travel	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ -	\$ -
Printing	-	-	-	-	-	-	-
Equipment	1,500		1,500			-	-
Office operations	1,000	1,000	1,000	1,000	1,000	-	-
Sub-Total Operating	\$ 4,700	\$ 3,200	\$ 4,700	\$ 3,200	\$ 3,200	\$ -	\$ -
Total Recurring	\$ 186,460	\$ 188,595	\$ 193,803	\$ 196,085	\$ 199,943	\$ -	\$ -
TOTAL EXPENDITURES (A + B)	\$ 193,960	\$ 188,595	\$ 193,803	\$ 196,085	\$ 199,943	\$ -	\$ -

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

Base Tuition and Fees Rate	\$ 13,711	\$ 14,259	\$ 14,830	\$ 15,423	\$ 16,040	\$
ACF -- \$20/cr.hr.	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	
Number of Graduate Assistants						

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Revenue							
Tuition and Fees ¹	113,528	265,310	275,577	349,866	396,478		
Institutional Reallocations ²	80,432	(76,715)	(81,774)	(153,781)	(196,535)		
Federal Grants ³	-	-	-	-	-		
Private Grants or Gifts ⁴	-	-	-	-	-		
Other ⁵	-	-	-	-	-		
BALANCED BUDGET LINE	\$ 193,960	\$ 188,595	\$ 193,803	\$ 196,085	\$ 199,943	\$	\$

Notes:

-) In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.
 Tuition and fee revenue will be generated in the second year and increase with each cohort admitted to a maximum enrollment of 24 FTE in year 5.
 Faculty calculations assume 42% benefits and 2% raise each year; Includes one tenure track and one Instructor

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

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

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

) Please provide information regarding other sources of the funding.
 staff support person cost is split with the School of Agriculture; assumes 2 % raise and 42% benefits

Appendix C- References

(BLS). Occupational Outlook Handbook. United States Department of Labor. Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

<https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm#tab-5>

(BLS Industry Profile). Occupational Outlook Handbook. United States Department of Labor. Bureau of Labor and Statistics (BLS). Accessed Fall 2018.

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Agenda Item Summary

Date: March 21, 2019

Agenda Item: Transfer of Communication Department

Review

Action

No action required

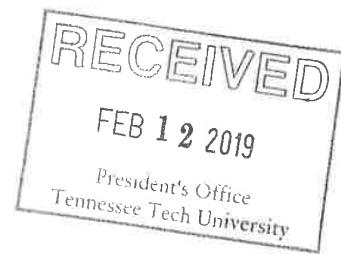
PRESENTER(S): Provost Lori Bruce

PURPOSE & KEY POINTS: The Department of Communication will transfer from the College of Arts & Sciences to the College of Interdisciplinary Studies. This transfer has received the appropriate University approvals.

Copy



Office of the Provost
TENNESSEE TECH



MEMORANDUM

TO: President Oldham

FROM: Lori Bruce, Provost/VP for Academic Affairs

DATE: February 11, 2019

SUBJECT: Moving the Department of Communication

Upon the recommendation of the Department of Communication faculty, interim chair, Dean Semmes, and Dean Gotcher, I request that the Department of Communication be moved from reporting to the College of Arts and Sciences to reporting to the College of Interdisciplinary Studies. See attached memo from March 23, 2018. The move would be effective July 1, 2019, pending TTU Board notification at the March 2019 meeting.

The Department of Communication will conduct an internal search for the department chair with anticipated start date of August 1, 2019.

The current open faculty line, position #175060, will be reviewed in August 2019 to determine a hiring plan.

Attachment

RECEIVED

FEB 13 2019

OFFICE OF THE PROVOST

4/13/18
Per Dr. Oldham,
please send to:
- Fac. Senate
- Academic Council
- University Assoc
Diane



RECEIVED

MAR 06 2018

President's Office
Tennessee Tech University

Department of Communication

TENNESSEE TECH

MEMO

President Oldham

TO: Dr. Mark Stephens, Interim Provost *MK*

VIA: Dr. Mike Gotcher, Dean, College of Interdisciplinary Studies *Mike Gotcher*

VIA: Dr. Paul Semmes, Dean, College of Arts and Sciences *Paul Semmes*

VIA: Dr. Brenda Wilson, Interim Chair, Communication Department *B. Wilson*

FROM: Communication Department Faculty

DATE: March 23, 2018

RE: Repositioning the Communication Department to the College of Interdisciplinary Studies

RECEIVED

MAR 29 2018

OFFICE OF THE PROVOST

In September 2017 the Communication Department faculty began discussing and researching an opportunity to be repositioned from the College of Arts and Sciences to the College of Interdisciplinary Studies. After faculty meetings and discussions with the deans of each college, the Communication Department faculty voted to be repositioned from the College of Arts and Sciences to the College of Interdisciplinary Studies. The details of this move are outlined below.

- All current Communication Department E & G budgets, including the Communication Department (index 210158), Speech/Debate Travel (210156), the student media accounts (Oracle, Eagle and WTTU) will transfer to the College of Interdisciplinary Studies. All current Communication scholarship and endowment accounts (Leo McGee Scholarship; Sidney McGee Scholarship; Hix/Ann Stubblefield scholarship; Pinkerton Speech scholarship; Thomas Weitzel Scholarship; C.D. Norman Scholarship; Speech/Debate Endowment; DeBerry-Vaden endowment; Speech/Debate endowment – see attached list) will also transfer to the College of Interdisciplinary Studies.
- The College of Arts & Sciences will increase the following base budget items in the Communication Department (index 210158): The faculty position 175060 budgeted amount will be increased to \$55,000, the adjunct/overload budget will be increased to \$32,200 (the largest amount used in the last three years), and the departmental travel budget will be set to \$2,500. In Speech/Debate (index 210156) the base travel budget will be increased to \$20,000.
- Scholarship funds totaling \$4,000 will be available to Speech team students in good academic standing and majoring in one of the programs in the College of Arts & Sciences for 2018-2019 and 2019-2020 (awards made in spring 2018 and spring 2019).
- Communication Department faculty will retain their tenure and current rank status.
- Existing classroom, lab, and office space will remain with the Communication Department.
- The College of Arts & Sciences will transfer Professor Graham Kash's current position in the English Department (posn 104180) to the Department of Communication. Professor Kash's tenure and rank will thus transfer to the Department of Communication.
- Upon transitioning from the College of Arts and Sciences to the College of Interdisciplinary Studies the Communication Department would be renamed the School of Communication.

On Thursday, February 22, 2018, the faculty voted overwhelmingly in favor of this move (11-1-0).

*Not approved
Lori Ben
2/8/19*



Agenda Item Summary

Date: March 21, 2019

Agenda Item: TTU Policy 260 (Requirements for a Baccalaureate Degree and Graduation)

Review

Action

No action required

PRESENTER(S): Provost Lori Bruce

PURPOSE & KEY POINTS: This policy was revised to reflect the new title of Vice President for Enrollment Management and Career Placement. Other non-substantive changes were made for clarification.

**Tennessee Technological University
Policy No. 260**

**Requirements for a
Baccalaureate Degree
and Graduation**

Effective Date: July 1, 2017

Policy No.: 260

Policy Name: Requirements for a Baccalaureate Degree and Graduation

Date Revised: July 1, 2019

I. Purpose

This policy establishes and details the requirements for obtaining a Baccalaureate Degree and graduating from Tennessee Tech.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

III. Policy

- A.** Notwithstanding anything in this policy to the contrary, each student is personally responsible for completing all degree and graduation requirements. While a student's advisor may assist the student in identifying and understanding these requirements, ultimately it is the student's responsibility to inform himself/herself of these requirements. Any substitution, waiver, or exemption for or from any applicable requirement or academic standard may be accomplished only pursuant to policy and/or with appropriate approvals, as applicable.
- B.** In order to graduate, a student must meet the requirements of
 - 1.** This policy and
 - 2.** The degree requirements of the undergraduate catalog in effect, as determined by Tennessee Tech at the time he/she entered the curriculum, provided graduation occurs within seven years from the student's entrance date into the curriculum, or
 - 3.** The degree requirements of the catalog in effect at the time of graduation.
- C.** The relevant departmental chairperson with the approval of the Provost or his/her designee and Vice President for Enrollment Management and Career Placement may grant, for good cause, an exception to the requirements in Section B, provided the exception is limited to any catalog that was in effect at any time between the date the student entered the curriculum and the date of graduation and was in effect at any time within the seven (7) year period prior to the date of graduation.
- D.** Degree requirements for all students, regardless of date of enrollment in their curricula, may be subject to change at any time when the implementation of

curricular changes is necessary to maintain quality programs.

- E. Students entering a curriculum in any summer term are required to follow the catalog for the next academic year.
- F. Any credit earned more than ten years prior to the proposed date of graduation is subject to review and approval by the academic department of the student's major.

G. General Education Requirements

- 1. Tennessee Tech requires the successful completion of a lower-division (e.g., freshman and sophomore level) general education core curriculum of forty-one (41) semester hours as outlined in the Tennessee Tech Undergraduate Catalog in the section labeled "General Education Core."
- 2. In addition to any other requirements to graduate, students must successfully complete six hours of American History, except those students who are majoring in Chemical, Civil, Computer, Electrical, Mechanical, or ETSU-TTU Joint Engineering Program. In the latter case, if the student has not completed one unit of American History in high school, the student will be required to complete 6 semester hours of American History for the deficiency.

H. Degree Requirements

In order to be awarded a degree from Tennessee Tech, a student must successfully fulfill the following requirements:

- 1. Successfully complete the general education core curriculum requirements, and
- 2. Successfully complete the curriculum for the major subject and degree chosen.
 - a. A student must successfully complete at least 6 semester hours of Tennessee Tech 3000 or 4000 level courses in the major chosen.
 - b. A student must successfully complete at least twenty-five percent of the credit for the degree requirements, including a minimum of 24 semester hours of 3000 and 4000 level course credit, at Tennessee Tech.
 - c. A student must successfully complete a minimum of 120 semester hours, including a minimum of 36 hours of 3000 and 4000 level upper-division credit approved courses. Some programs of study require more than 120 semester hours.
 - i. Not more than 60 semester hours may be earned toward a baccalaureate degree by Prior Learning Assessment (PLA), including, but not limited to,

Advanced Placement, CLEP, International Baccalaureate (IB), special examination, correspondence, portfolio credit, or any combination of these.

- ii. Not more than 12 semester hours in music ensembles, Physical Education 1010-1990, and Military Science activity courses may be counted toward a baccalaureate degree.
- d. In addition to the requirements of Section III.H.2.b, a student transferring credit from a two-year institution must complete a minimum of 50 semester hours at a four-year institution.
- e. A student must earn a grade point average (GPA) of at least 2.0 (C) as defined below:
 - i. For students who have no transfer credit,
 - (A) A student must earn a 2.0 GPA calculated on all courses, excluding any remedial or developmental courses; and
 - (B) A student must earn a 2.0 GPA calculated on all major-related courses. The courses designated as “major-related” are available in each student’s academic degree audit in DegreeWorks.
 - ii. For student who have transfer credit,
 - (A) A student must earn a 2.0 GPA calculated on all courses taken at Tennessee Tech, excluding any remedial or developmental courses; and
 - (B) A student must earn a 2.0 GPA calculated on all major-related courses taken at Tennessee Tech. The courses designated as “major-related” are available in each student’s academic degree audit in DegreeWorks; and
 - (C) Except as provided in (E) below, a student must earn a 2.0 GPA calculated on all courses taken, including courses taken at Tennessee Tech and courses transferred from all institutions; and
 - (D) Except as provided in (E) below, a student must earn a 2.0 GPA calculated on all major-related courses, including courses taken at Tennessee Tech and courses transferred from all institutions. The courses designated as “major-related” are available in each student’s academic degree audit in DegreeWorks.
 - (E) A student whose transfer credits are applied to any term after spring semester of 2015 will not have the grades associated with those credits calculated in the GPA or the major-related GPA.

- f. Students who are majoring in areas other than business but are taking course work in the College of Business must limit credit in business courses to 30 hours of the degree requirements as required by the Association to Advance Collegiate Schools of Business (“AACSB”).
- 3. Notwithstanding anything in this policy to the contrary, Tennessee Tech may make reasonable academic adjustments to degree requirements for qualified students with disabilities, as determined by joint agreement of the Office of Disability Services and the Office of Enrollment Management and Student Success, after consultation with the college dean and department chairperson, if appropriate. Students with a disability requiring academic adjustments and accommodations must contact the Office of Disability Services.

I. Academic Minor Requirements

- 1. The awarding of a minor at Tennessee Tech requires the successful completion of a minimum of 15 hours of specified course work in the relevant area of discipline, in addition to fulfilling the requirements for a degree detailed in Section I above. Successfully completed courses may simultaneously fulfill a student's degree requirements and the requirements for a minor.
- 2. A student may elect to complete multiple minors; however, no more than two minors will appear on the student's academic transcript.
- 3. The specific course requirements for each minor offered at Tennessee Tech may be found in the portion of the applicable Undergraduate Catalog addressing the relevant academic area or discipline.
- 4. A student may not earn a minor in the same academic program as his/her major.
- 5. A student may not earn a minor in the same academic program as his/her concentration.
- 6. A student who wishes to substitute any course requirements for a minor must receive the approval of the academic unit responsible for the minor requirements. A list of available minors and the ownership of programs is available on the Tennessee Tech [Office of the Registrar – Minors](#) web page.

J. Graduation Requirements

- 1. In addition to completing the degree requirements detailed above, in order to graduate from Tennessee Tech a student must fulfill the following requirements:
 - a. All candidates for an undergraduate degree must file an application for graduation found on the Tennessee Tech [Undergraduate Graduation](#) web page no later than the deadlines provided below:

- i. For students planning to graduate in the spring semester, the graduation application must be filed no later than September 1 of the previous year;
 - ii. For students planning to graduate in the summer semester, the graduation application must be filed no later than December 1 of the previous year;
 - iii. For students planning to graduate in the fall semester, the graduation application must be filed no later than May 1 of that year.
- b. With the exception of grades for courses taken at another institution during the student's final semester before graduation ("transfer grades"), all requirements for graduation, including, but not limited to, substitution forms, grade changes, major/minor changes, and requests for exception, must be received by the Graduation Office no later than two (2) days prior to graduation date. In addition, all transcripts related to transfer grades must be received by the Graduation Office no later than two (2) weeks after the graduation date. The receipt of such transcripts more than two (2) weeks after the graduation date will result in the student's graduation occurring at the end of the next semester.
2. Students who complete degree requirements during the summer term will be allowed to participate in commencement activities along with the fall term graduates in December.

K. Exceptions or Appeals

1. A student wishing to request an exception to any portion of this policy may complete the Request for Exception Form and submit it to the Office of Academic Services.
2. The Director of Academic Services will notify the student of approval or denial of his/her request within 14 calendar days of receipt of the request.
3. A student may appeal the decision of the Director of Academic Services by submitting a written appeal letter to the Vice President for Enrollment Management and Career Placement within 14 calendar days from the notice of the decision. At this time, the student may supply any additional or supplemental information he/she believes is pertinent to the request.
4. The Vice President for Enrollment Management and Career Placement, in consultation with the Provost or his/her designee, will convene a sub-committee of the Admissions and Credits Committee to consider the student's written appeal. The Vice President for Enrollment Management and Career Placement on behalf of the sub-committee will notify the student in writing of its decision no later than 14 calendar days after receipt of the appeal and all supporting information.

5. The decision of the sub-committee of the Admissions and Credits Committee is final.

IV. Interpretation

The Provost or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(B)

Approved by:

Academic Council: November 9, 2016; January 23, 2019

University Assembly: November 16, 2016; xxx xx, 2019

Board of Trustees: June 15, 2017; xxx xx, 2019



Agenda Item Summary

Date: March 21, 2019

Agenda Item: TTU Policy 261 (Academic Credit from Other Institutions)

Review

Action

No action required

PRESENTER(S): Provost Lori Bruce

PURPOSE & KEY POINTS: This policy was revised to reflect the new title of Vice President for Enrollment Management and Career Placement. Other non-substantive changes were made for clarification.

**Tennessee Technological University
Policy No. 261**

**Academic
Credit from
Other
Institutions**

Effective Date: July 1, 2015

Policy No.: 261

Policy Name: Academic Credit from Other Institutions

Date Revised: July 1, 2019

I. Purpose

The purpose of this policy is to create uniform standards in awarding academic credits from other institution.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

III. Policy

- A. An applicant or student must submit to Tennessee Tech an official transcript showing all post-secondary coursework taken at any institution of higher education. Failure to submit any transcript of previous work will be considered as falsification of the record and may result in the dismissal of the student.
- B. Tennessee Tech will determine, in its sole discretion, which credits it will accept.
- C. Coursework accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those enrolled in Tennessee Tech's undergraduate degree programs.
- D. A transfer student whose transcript(s) indicate satisfactory completion of the [General Education program](#) established in Tennessee Transfer Pathway shall be exempted from taking additional courses that normally are a part of the general education requirements of Tennessee Tech, except where teacher certification regulations, major field requirements, or professional accreditation agencies require the inclusion of such courses in the program of studies.
- E. Matters regarding Advanced Placement (AP) credit
 1. Tennessee Tech will accept the advanced placement credit awarded by another board of regents state university or a Tennessee Board of Regents community college.
 2. A student who has earned advanced placement credit at an institution that uses a lesser score to award such credit may still have that credit transferred to Tennessee Tech, provided the student has completed the next successive course in the sequence with a grade of C or better.

- F. Tennessee Tech fully supports the Tennessee Transfer Pathway (TTP) program coordinated by the Tennessee Board of Regents. A student who completes all the courses listed on a particular Transfer Pathway and earns an Associate of Arts or an Associate of Science degree from a TBR community college will have those courses accepted for credit and count toward the completion of the baccalaureate degree in the particular major.
- G. In addition to the requirements of Tennessee Tech Policy 260 (Requirements for a Baccalaureate Degree and Graduation), a student transferring credit from a two-year institution must complete a minimum of 50 semester hours at a four-year institution.
- H. Tennessee Tech reserves the right to limit transfer credit in religious studies to a maximum of 12 semester hours.
- I. Matters regarding transfer credit from institutions abroad
 - 1. With the exception of a student enrolled in the Tennessee Tech Study Abroad Program, an undergraduate student (domestic, permanent resident, or international) who completes coursework abroad shall refer to Policy 243 (IV.B) regarding the evaluation and transfer of coursework from international institutions to Tennessee Tech.
 - 2. Tennessee Tech will post credits and grades from institutions abroad only in accordance with the evaluation received from the National Association of Credential Evaluation Services (NACES) member organization.
 - 3. A student must submit transcripts to the Undergraduate Admissions Office or to the Office of International Education, as appropriate. The Undergraduate Admissions Office can answer questions related to this requirement.
 - 4. A student must submit to Tennessee Tech an official transcript showing all post-secondary coursework taken at any foreign institution of higher education. Failure to submit any transcript of previous work will be considered as falsification of the record and may result in the dismissal of the student.
- J. Matters regarding credit by professional certificate or non-credit courses.
 - 1. Academic credit may be awarded for professional certification or non-credit courses.
 - 2. Requests for the award of such credit must be submitted to the departmental chairperson of the department in which credit is being sought. As the executor of departmental policy, he/she will evaluate the requests and submit a

recommendation to accept or reject them to the college dean and to the Office of Academic Services for final approval.

K. Matters regarding the establishment of credit by special examination.

1. A student who has had sufficient training or experience in a subject to merit the establishment of credit by comprehensive examination but who has not enrolled in the same, comparable, or higher level course at the college level may request the privilege of taking a special examination prepared by the department involved.
2. A student must submit a completed request for special examination to the Office of Academic Services. Additionally, a student must submit the fee payment of \$20.00 per semester hour to the Business Office.
3. Tennessee Tech will award credit based on the results of such special examinations to a student's permanent record.
4. Only grades of A, B, C, D, or F will be assigned to such special examination courses.
5. A student must be enrolled at Tennessee Tech in order to take a special examination.
6. No more than 33 total semester hours of credit earned by correspondence and/or special examinations may be counted toward graduation.

L. Matters related to students wishing to take courses at other institutions.

1. Except in cases where Tennessee Tech has already developed a course-by-course articulation as displayed on the Tennessee Tech Transfer website, a Tennessee Tech student who wishes to take courses at another institution with the intention of transferring this credit to Tennessee Tech should have prior written approval from the dean of the school or college in which the student proposes to graduate. The student should submit to the Office of Academic Services a completed [Request to Study at Another Institution Form](#).
2. A student who takes courses without such approval must present the coursework to the Office of Academic Services for evaluation and approval or denial.
3. The student must immediately furnish official transcripts upon completion of such coursework.
4. Tennessee Tech will not award credit for correspondence courses in English Composition or in courses that include laboratory work.

M. Exceptions or Appeals

1. A student wishing to request an exception to any portion of this policy may complete the [Request for Exception Form](#) and submit it to the Office of Academic Services.
2. The Director of Academic Services will notify the student of approval or denial of his/her request within 14 calendar days of receipt of the request.
3. A student may appeal the decision of the Director of Academic Services by submitting a written appeal letter to the Vice President for Enrollment Management and Career Placement no later than 14 calendar days after notification of the decision of the Director of Academic Services. At this time, the student may supply any additional or supplemental information he/she believes is pertinent to the request.
4. The Vice President for Enrollment Management and Career Placement, in consultation with the Provost or his/her designee, will convene a sub-committee of the Admissions and Credits Committee to hear the student's appeal.
5. The Vice President for Enrollment Management and Career Placement on behalf of the sub-committee will notify the student in writing of its decision no later than 14 calendar days after receipt of the appeal and all supporting information.
6. The decision of the sub-committee of the Admissions and Credits Committee is final.

IV. Interpretation

The Provost or his/her designee has the final authority to interpret the terms of this policy.

V. Citation of Authority for Policy

T.C.A. § 49-8-203; T.C.A. § 49-7-202

Approved by:

Academic Council: 2015-04-15; 2019-01-23

University Assembly: 2015-04-22; 2019-xx-xx

Board of Trustees: 2019-xx-xx



Agenda Item Summary

Date: March 21, 2019

Agenda Item: TTU Policy 263 (Academic Retention Standards)

Review

Action

No action required

PRESENTER(S): Provost Lori Bruce

PURPOSE & KEY POINTS: This policy was revised to reflect the new title of Vice President for Enrollment Management and Career Placement. Other non-substantive changes were made for clarification.

**Tennessee Technological University
Policy No. 263**

**Undergraduate
Academic
Retention
Standards**

Effective Date: July 1, 2015

Policy No.: 263

Policy Name: Undergraduate Academic Retention Standards

Policy Subject: Requirements for continued enrollment of undergraduate students

Date Revised: July 1, 2019

I. Purpose

This policy creates uniform requirements for continued enrollment of undergraduate students.

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

III. Definition

Quality Point Average (QPA) – average number of quality points earned per credit hour. Quality point assignments are defined in Policy 264 Grades, Grading and Examinations.

Cumulative Quality Point Average/Overall Combined GPA – a GPA calculated on all Tennessee Tech courses and transfer courses including remedial and developmental. It will not include transfer credit after spring 2015.

Semester Quality Point Average/Term Combined GPA – a GPA calculated on Tennessee Tech coursework for an individual term only. This GPA includes remedial and developmental coursework.

IV. Policy

A. Tennessee Tech uses the following table (Retention Table) to describe the minimum standards for continued undergraduate enrollment at Tennessee Tech:

	Column 1	Column 2
Cumulative Quality Hours Attempted Minus First Repeats (denoted as GPA Hrs on the Tennessee Tech transcript)	Required Minimum Cumulative Quality Point Average (denoted as Overall Combined GPA on the Tennessee Tech transcript)	Required Minimum Semester Quality Point Average (denoted as Term Combined GPA on the Tennessee Tech transcript)
0.0 - 29.09	1.5	1.5
29.10 - 50.09	1.75	1.75
50.10 - and above	2.0	2.0

- B. A student who fails to satisfy the required minimum semester QPA (Retention Table, column 2) will be placed on academic warning, provided the student's cumulative QPA is satisfactory (Retention Table, column 1).
- C. A student who has been placed on academic warning and who fails in the next semester enrolled to meet the required minimum semester QPA (Retention Table, column 2) will be placed on academic probation.
- D. A student who fails to satisfy the required minimum cumulative QPA (Retention Table, column 1) will be placed on academic probation.
- E. In cases where, concurrently, the semester QPA would indicate academic warning and the cumulative QPA would indicate academic probation, the student will be placed on academic probation.
- F. A student on academic probation will not be allowed to enroll in more than sixteen hours and must remove the academic probation status the next enrolled semester by meeting or exceeding the requirements of the Retention Table.
- G. A student on academic probation who meets the required minimum semester QPA (Retention Table, column 2) but does not meet the required minimum cumulative QPA (Retention Table, column 1) as described in the Retention Table will continue on academic probation.
- H. Unless otherwise allowed in Section IV.G., a student who has been placed on academic probation and who fails in the next semester enrolled to meet both the required minimum cumulative QPA (Retention Table, column 1) and required minimum semester QPA (Retention Table, column 2) will be suspended for a minimum of one semester.
 - I. The summer term does not count as the term of suspension.
 - J. A student suspended for a second time will not be allowed to enroll for courses at Tennessee Tech for one calendar year.
 - K. A student suspended for a third time (or more) will not be allowed to enroll for courses at Tennessee Tech for two calendar years.
 - L. A student may seek readmission after suspension by following the requirements of Tennessee Tech Policy 1202.

V. Interpretation

The President or his/her designee has the final authority to interpret the terms of this policy.

VI. Citation of Authority for Policy

T.C.A. 49-8-203

Approved by:

Academic Council: 2019-01-23; 2015-04-22

University Assembly: 2019-xx-xx; 2015-04-22

Board of Trustees: 2019-xx-xx



Agenda Item Summary

Date: March 21, 2019

Agenda Item: TTU Policy 121 and Rule

Review

Action

No action required

PRESENTER(S): Katie Williams

PURPOSE & KEY POINTS: This policy and these rules provide a uniform basis upon which Tennessee Tech can regulate and facilitate the use of Tennessee Tech Property for Affiliated Users and for Free Speech Activities.

**Tennessee Technological University
Policy No. 121**

**Use of Tennessee
Tech Property by
Affiliated Users
and for Free
Speech Activities**

Effective Date: January 1, 2016

Policy No.: 121

Policy Name: Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities

Revised: July 1, 2019

I. Purpose

- A.** The purpose of this policy is to provide a uniform basis upon which Tennessee Tech can regulate and facilitate the use of Tennessee Tech Property for Affiliated Users and for Free Speech Activities.
- B.** This policy is intended to operate consistently with Tennessee Tech's educational and research purpose and mission through the implementation of constitutional time, place, and manner restrictions and reasonable content and viewpoint-neutral restrictions, as appropriate for the forum and category of the User.
- C.** This policy shall be implemented and construed so as to preserve the primacy of Tennessee Tech's educational and research purpose and mission and to protect the safety of persons and security of property, and to prevent use of Tennessee Tech Property contrary to federal or state laws, rules, regulations, and Tennessee Tech policies.

II. Scope

This policy, in coordination with TTU Policy 007 (Free Speech on Campus), governs the use of Tennessee Tech Property by Affiliated Users for Official Tennessee Tech Purposes and for Free Speech Activities. TTU Policy 122 (Rental of Tennessee Tech Property) governs use of Tennessee Tech Property for any other reason.

III. Review

This policy will be reviewed every two years or whenever circumstances require review, whichever is earlier, by the Vice President of Student Affairs or designee, in consultation with the Vice President for Planning and Finance or designee, with recommendations presented to the Administrative Council, University Assembly, and Board of Trustees.

IV. Definitions

- A.** "Affiliated Use" – the use of Tennessee Tech Property by an Affiliated User for a reason associated with the Affiliated User's status.
- B.** "Affiliated User" – registered student organizations as defined by TTU Policy 315 (Student Organizations) or a person officially connected with Tennessee Tech, including Students, faculty, and other employees. The mere membership of a Student, faculty, or employee in a group or organization does not convert that

group or organization to an Affiliated User.

- C. “Application for Use”—form or process used by Tennessee Tech for Users who wish to reserve and use Tennessee Tech Property. An Application for Use may require administrative review and approval.
- D. “Free Speech Activities”—speech, expression, or assemblies protected by the First Amendment of the United States Constitution or Article 1, Section 19 of the Tennessee Constitution, verbal or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. “Free Speech Activities” do not include the promotion, sale, or distribution of any product or service.
- E. “Non-affiliated Use”—the use of Tennessee Tech Property for activities other than Affiliated Use.
- F. “Non-affiliated User” – any person, group, or organization that is not an “Affiliated User.”
- G. “Normal Administrative Activities” – activities that fall within the scope of a Tennessee Tech employee’s job-related duties, activities, or responsibilities.
- H. “Normal Educational Activities” – activities that occur outside of the scheduled class period to enhance and to continue student learning and project completion. These include, but are not limited to, the following: small group study sessions (whether organized by students, tutors, instructors or teachers), review sessions, open labs, student-teacher conferences, and students working together on class projects.
- I. “Official Tennessee Tech Purpose”—use of Tennessee Tech Property by student groups/organizations, administrative offices, and/or departments for events, programs, activities, etc. that primarily support Tennessee Tech’s purpose and mission and/or are planned primarily for members of the Tennessee Tech community.
- J. “Student” – a person who is currently enrolled in a Tennessee Tech credit course of study or a student organization that is comprised entirely of individuals currently enrolled in credit courses of study and registered with Tennessee Tech.
- K. “Tennessee Tech Official” – an employee or agent of Tennessee Tech, including, but not limited to, university police, faculty members, and staff, acting in the performance of his/her duties, as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

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L. “Tennessee Tech Property” or “Property”—all facilities and property owned, leased, or controlled by Tennessee Tech.

M. “User”—both Affiliated and Non-affiliated Users.

V. General Policy

A. Use of Tennessee Tech Property is restricted to Affiliated Users and invited guests of Tennessee Tech, except as specifically provided by this policy, TTU Policy 007 (Free Speech on Campus), and TTU Policy 122 (Rental of Tennessee Tech Property), or when part or all of the Tennessee Tech’s campus, buildings, or facilities is open to the general public for a designated time and purpose.

B. Use of Tennessee Tech Property shall be through a process of Application for Use, except as provided in TTU Policy 007 (Free Speech on Campus) and, absent unusual circumstances, for use for Normal Educational or Administrative Activities.

C. Priority for the use of Tennessee Tech Property shall be as follows:

1. Athletics facilities:

- a.** Intercollegiate athletic competition or practice;
- b.** Approved camps;
- c.** Credit and non-credit classes and programs;
- d.** Tennessee Tech-sponsored activities;
- e.** Use by Students; then
- f.** All other requests for use.

2. All other Property:

- a.** Credit and non-credit classes and programs;
- b.** Tennessee Tech-sponsored activities;
- c.** Use by Students; then
- d.** All other requests for use.

D. Except as provided in TTU Policy 007 (Free Speech on Campus), Tennessee Tech, in its sole discretion, may restrict use of Tennessee Tech Property during periods that are dedicated to Tennessee Tech activities such as the final week of classes, final examination periods, welcome or homecoming weeks, etc.

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- E. A list of Tennessee Tech Property available for use by Affiliated Users and the office/department responsible for accepting and processing the Application for Use is available on Tennessee Tech's Student Activities webpage and elsewhere.
- F. Spaces designated for Free Speech Activities by Non-affiliated Users and the process for Application for Use is available on Tennessee Tech's Student Activities webpage and elsewhere.
- G. Except as provided in TTU Policy 007 (Free Speech on Campus) and TTU Policy 122 (Rental of Tennessee Tech Property), Tennessee Tech Property not specifically identified as available for use is specifically unavailable for use other than for Normal Educational or Administrative Activities.

VI. General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users

- A. Users and the use of the Property must comply with federal and state laws, rules, regulations, and Tennessee Tech policies, including but not limited to applicable fire and safety codes and TTU Policy 120 (Minors on Campus).
- B. Tennessee Tech shall have the right to terminate immediately the use of Tennessee Tech Property by any User due to a violation or violations of any federal or state law(s), rule(s) regulation(s), or Tennessee Tech policy or policies.
- C. Sound amplification equipment may be used only when prior approval has been requested and granted by the Tennessee Tech Official in charge of approving the Application for Use, taking into account Tennessee Tech's purpose and mission and the nature of the requested Tennessee Tech Property, location, time of day, manner, volume, etc.
- D. A Student may not allow a Non-affiliated User to use Tennessee Tech Property in her/his/its name in order to circumvent or to avoid the requirements of TTU Policy 122 (Rental of Tennessee Tech Property).
- E. Consistent with TTU Policy 007 (Free Speech on Campus), a Student or a faculty member may invite a guest speaker, provided the Student or faculty is responsible for all matters related to the activity or event.
 - 1. The responsibilities of the Student or faculty include, but are not limited to, the following:
 - a. Submitting an Application for Use and receiving approval for the use of the requested Property;

- b. Acting as the primary contact and communicator for facility needs and campus services;
 - c. Assuming responsibility for working with and resolving problems related to the activity or event, including any damages caused by the guest speaker, invitees, or guests;
 - d. Ensuring the invitees and guests follow Tennessee Tech policies, regulations, guidelines, and procedures; and
 - e. Ensuring all financial obligations for the activity or event are met.
 - 2. The Student or faculty member must be present at the activity or event for the duration of the event.
- F. An affiliated entity may sponsor an activity or event that would ordinarily be deemed a Non-affiliated Use if the activity or event is directly related to the purpose and mission of the affiliated entity and Tennessee Tech.
 - 1. In order to sponsor such an activity or event, the affiliated entity must be responsible for all matters related to the activity or event. The affiliated entity's responsibilities include, but are not limited to, the following:
 - a. Submitting an Application for Use and receiving approval for the activity or event;
 - b. Seeking and obtaining all necessary campus approvals and authorizations for the activity or event;
 - c. Ensuring the affiliated entity's name is associated with the activity or event;
 - d. Acting as the primary contact and communicator for facility needs and campus services;
 - e. Assuming responsibility for working with and resolving problems related to the activity or event, including any damages caused by the activity or event;
 - f. Ensuring the invitees and guests follow Tennessee Tech policies, regulations, guidelines, and procedures; and
 - g. Ensuring all financial obligations for the activity or event are met.

2. An affiliated entity must ensure that its members, including at least one officer of the affiliated entity, are present at the activity or event for the duration of the activity or event.
- H.** Users of Tennessee Tech Property are responsible for all aspects of the activity or event, including but not limited to, the conduct of the invitees and guests, set up, break down, clean up, etc.
- I.** User must return Tennessee Tech Property in the same condition it was in when made available to the User. User will be responsible for all expenses incurred by Tennessee Tech to remedy the condition of damaged Tennessee Tech Property.
- J.** Use of Tennessee Tech Property shall be limited to the declared purpose in the Application for Use.
- K.** Tennessee Tech does not permit overnight use of Tennessee Tech Property unless specifically requested and approved in writing by the Tennessee Tech Official in charge of approving the Application for Use.
- L.** All persons on Tennessee Tech Property in conjunction with an activity or event shall provide adequate identification upon request to Tennessee Tech Officials and security personnel. Persons or groups who refuse to provide such identification may be subject to immediate removal from Tennessee Tech Property, to campus disciplinary action, and/or to arrest, as appropriate.
- M.** Users are restricted to the area of Tennessee Tech Property approved for their use.
- N.** The use and/or possession of alcoholic beverages on Tennessee Tech Property is prohibited unless approved pursuant to TTU Policy 172 (Alcohol and Drugs).
- O.** Users shall not:
1. Block or substantially impede vehicular, bicycle, pedestrian, or other traffic;
 2. Block or substantially impede entrances or exits to Tennessee Tech Property;
 3. Substantially disrupt or interfere with Tennessee Tech operations, activities, or events;
 4. Substantially disrupt or interfere with the ability of a Student to sleep or study in a Tennessee Tech residence hall during the hours designated by Residential Life as quiet hours, or the ability of a Student to study in the Tennessee Tech library or in a designated study area;
 5. Engage in speech that is obscene; is defamatory; consists of fighting words; communicates an objectively serious expression of intent to commit an act of

unlawful violence to a particular individual or group; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;

6. Unreasonably threaten the health or safety of another person; or
 7. Damage or deface Tennessee Tech Property, including, but not limited to, grass, shrubs, trees, or other landscaping.
- P.** Subject to the requirements of Policy 007 (Free Speech on Campus), User may be required to pay certain fees or costs (e.g., maintenance, custodial, utilities, set-up, and/or security) related to the nature of the activity or event and the use of particular Tennessee Tech Property. The fees and costs schedule will be applied to all similar uses on a content- and viewpoint-neutral basis. Payment of such fees and costs may be required in advance of an activity or event, at the sole discretion of Tennessee Tech.

VII. Application Requirements and Use of Tennessee Tech Property

A. General Procedures Related to All Users

1. Affiliated Users' requests to use Tennessee Tech Property have priority over requests by Non-affiliated Users.
2. Users may reserve Tennessee Tech Property by following the procedures found on Tennessee Tech's Student Activities webpage and elsewhere.
3. The Tennessee Tech Official responsible for approving the Application for Use may approve an application filed late according to the required time period specified in procedures, if it is determined that the use of the requested Tennessee Tech Property can be reasonably accommodated. Approval of late applications shall be within the sole discretion of the Tennessee Tech Official, whose decision will be final.
4. The Tennessee Tech Official responsible for approving an Application for Use will provide written notice of approval or disapproval of the Application for Use to the applicant within a reasonable time from the date the application is submitted. Such notices may be made electronically.
5. Notices of disapproval shall include a statement of the basis for disapproval, which shall be based solely on content- and viewpoint-neutral factors.
6. An applicant must receive written approval of an Application for Use prior to the commencement of the activity or event.

B. Specific Provisions Related to Affiliated Users

1. Except as provided in TTU Policy 007 (Free Speech on Campus), Tennessee Tech may limit use or availability of Tennessee Tech Property.

2. Affiliated Users are required to submit an Application for Use for open-air (open space) activities and events if any of the following apply:
 - a. The Affiliated User wants to be assured that the Property will be available for use at the preferred time;
 - b. The activity or event will involve more than twenty-five (25) participants, including expected invitees or guests;
 - c. User intends to serve, provide, or distribute food that exceeds the limits described in TTU Policy 508 (Food Purchase Policy).
 - d. User intends to use equipment (e.g. tables, stages, etc.) or utilities (e.g., water, electricity, etc.);
 - e. The activity or event includes the use of signs, banners, posters, and/or other displays causing ground penetration or attached to Tennessee Tech Property;
 - f. User intends to erect any structure, platform, edifice, or similar construct; or
 - g. User intends to use sound amplification.
4. Use of Tennessee Tech equipment in connection with the use of Tennessee Tech Property is subject to the prior approval of the Tennessee Tech Official in charge of approving the Application for Use.
5. All signs, displays, structures, etc. must be stable and safe for their intended use.
6. Affiliated Users may obtain permission for the repeated use of a particular Tennessee Tech Property without requiring repeated application and approval for each occurrence of the activity or event if the meetings are limited to Affiliated Users.

C. Specific Provisions Related to Free Speech Activities of Non-Affiliated Users

1. Non-affiliated Users' use of Tennessee Tech Property for any purpose other than Free Speech Activities is governed by TTU Policy 122 (Rental of Tennessee Tech Property).

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2. Non-affiliated Users must submit an Application for Use for Free Speech Activities and receive approval prior to any Free Speech Activities.
3. Non-affiliated Users may not use Tennessee Tech equipment during the Free Speech Activities.
4. Provided the specific Tennessee Tech Property is available for use by Non-affiliated Users for Free Speech Activities, a Non-affiliated User may reserve Tennessee Tech Property for Free Speech Activities two (2) times per month, for a period not to exceed sixteen (16) hours monthly. Tennessee Tech may, in its sole discretion, waive this limit.
5. Children under the age of 18 are not permitted to participate in the Free Speech Activities unless accompanied and supervised by an adult.
6. A Non-affiliated User shall not:
 - a. build or erect any structure, platform, edifice, or similar construct;
 - b. place any signs, banners, posters, or other displays on or against, attach them to, or write on any structure or natural feature of Tennessee Tech Property, including, but not limited to, doors, buildings, windows, walls, the surface of walkways or roads, fountains, utility poles, lampposts, waste receptacles, trees, street signs, benches, bus stops, Tennessee Tech-owned signage, emergency phones, railings, newsstands, and utility boxes; or
 - c. use any chalk, paint, or permanent markings on Tennessee Tech Property, including natural features.
7. Tennessee Tech is not responsible for Non-affiliated User's or invitees' and guests' loss, damage, or harm to persons, equipment, or property.

VIII. Denial or Limitation of Application for Use of Facilities

- A. Any denial or limitation of a request to use Tennessee Tech Property shall be consistent with the requirements of TTU Policy 007 (Free Speech on Campus).
- B. Reasons for denying or limiting a request include, but are not limited, to the following:
 1. The requested Tennessee Tech Property has been previously reserved by another User with equal or higher priority;

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2. The applicant's frequency of previous use exceeds a contemporaneous applicant's use of the same Tennessee Tech Property or exceeds limits on use by Non-affiliated Users;
3. Use of the requested Tennessee Tech Property would be impractical due to scheduled usage prior to or following the requested use;
4. The applicant or sponsor of the activity or event has knowingly provided inaccurate or false information on the Application for Use;
5. The User or User's invitees and guests violated federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies during a previous use;
6. The requested Tennessee Tech Property has not been designated as available for use;
7. The requested Tennessee Tech Property is not available for use during the requested time;
8. The anticipated size or attendance for the activity or event exceeds building/fire codes, established safety standards, and/or the physical or other limitations of the requested Tennessee Tech Property;
9. The anticipated nature or duration of the activity or event cannot reasonably be accommodated in the requested Tennessee Tech Property;
10. The anticipated size and/or location of the activity or event would cause substantial disruption or interference with Normal Educational or Administrative Activities, the educational use of other Property or services, or the flow of vehicular or pedestrian traffic;
11. The activity or event conflicts with existing Tennessee Tech contractual obligations;
12. The activity or event would constitute an immediate and actual danger to Tennessee Tech Students and/or employees, or to the peace and security of Tennessee Tech that available law enforcement officials could not control with reasonable effort;
13. The activity or event would be contrary to federal or state laws, rules, regulations, or Tennessee Tech policies;
14. Tennessee Tech does not have sufficient institutional resources available for the activity or event, as determined by the appropriate Tennessee Tech Official(s).

- 15.** Other extenuating circumstances exist that, in the sole discretion of Tennessee Tech, prevent or limit the use of Tennessee Tech Property.

IX. Indemnification and Insurance Requirements

- A.** Users of Tennessee Tech Property shall indemnify Tennessee Tech and hold it harmless from any and all liabilities arising out of the use of Tennessee Tech Property, including, but not limited to, personal injury, property damage, court costs, attorney's fees, and any other damage, whether caused by User, invitees, guests, or by User's employees, agents, or contractors.
- B.** User must provide, upon request, proof of insurance of the types and coverages appropriate for the intended use, as determined by the Tennessee Tech Official in charge of approving the Application of Use in consultation with the Office for Planning and Finance.
- C.** Tennessee Tech may, in its sole discretion, require the User to include the State of Tennessee, the Tennessee Tech Board of Trustees and/or Tennessee Tech as additionally insured entities on User's insurance policy.

X. Distribution of Leaflets, Literature, Pamphlets, Etc.

- A.** Subject to the requirements of TTU Policy 007 (Free Speech on Campus), Tennessee Tech limits locations where the sale or distribution of literature associated with an activity or event will be allowed.
- B.** Subject to the requirements of TTU Policy 007 (Free Speech on Campus), a User must request to distribute or sell literature and/or advertisements prior to undertaking such activity or event.
- C.** Non-affiliated Users cannot sell or distribute literature within any Tennessee Tech building unless the distribution or sale is pursuant to a contract for rental of Tennessee Tech Property as described in TTU Policy 122 (Rental of Tennessee Tech Property).
- D.** No User is allowed to place literature and/or advertisements on vehicles parked on Tennessee Tech Property.
- E.** Any literature that is distributed or sold and any advertisement must comply with all applicable federal or state laws, rules, regulations, and Tennessee Tech policies.
- F.** No obscene literature or material, as defined by law, shall be distributed on any Tennessee Tech Property.
- G.** Users permitted to distribute printed materials under this policy shall refrain from littering and may be held responsible for costs incurred as a result of littering.

XI. Commercial Use of Tennessee Tech Property

Tennessee Tech Property may not be used by any User to conduct profit-making activities except when engaged in a contractual business relationship with Tennessee Tech or pursuant to TTU Policy 122 (Rental of Tennessee Tech Property).

XII. Solicitation of Funds

- A.** Users who engage in gift solicitation, proposals for gift solicitation, or fundraising events conducted for the benefit of Tennessee Tech, any Tennessee Tech foundation, or part of Tennessee Tech must receive the prior approval of the Vice President for University Advancement or designee.
- B.** Solicitation does not include Affiliated Users' activities or events for the purpose of raising funds to meet expenses of an affiliated entity or entities or for a charitable cause. The funds raised by such activities or events must be used for the benefit of the affiliated entity or for charity. No funds shall be distributed to the officers, members, or any individual for personal profit or use.

XIII. Bulletin Boards and Approved Areas for Posting

- A.** A Tennessee Tech Official authorized to approve use of a bulletin board or area for posting may specify or limit the authorized uses and/or entities for such boards/areas as well as the types of material that may be posted, the maximum size and duration of any notice, and any other conditions.
- B.** The use of a bulletin board or an area for posting may be subject to the prior approval of the Tennessee Tech Official authorized to approve use of the board or area. Use of a board or an area may be denied on the basis of one or more of the following:
 - 1.** The person or group is not authorized to use the board or area in question;
 - 2.** The material is not the type authorized for the board or area in question or fails to meet any required conditions;
 - 3.** The material is obscene or otherwise violates a federal or state law, rule, regulation, or Tennessee Tech policy; or
 - 4.** There is insufficient space available for the material on the board or in the area due to the previous posting of other material.
- C.** Areas not specifically identified and/or authorized for posting are not available for such purpose for any individual or entity, whether Affiliated or Non-affiliated.

XIV. Compliance with Contractual Obligations

User must comply with applicable Tennessee Tech contractual obligations, including but not limited to use of Tennessee Tech's dining services vendor, beverage pouring rights exclusivity, etc.

XV. Exceptions

The President or his/her designee may grant exceptions to this policy when, in the President's or designee's sole discretion, the requested exception is in furtherance of Tennessee Tech's educational and research purpose and mission.

XVI. Interpretation

The Vice President for Student Affairs or designee, and, if appropriate, in consultation with the Vice President for Planning and Finance or designee, has the final authority to interpret the terms of this policy.

XVII. Citation of Authority

Tennessee Tech Rule 0240-09-06; T.C.A. § 49-8-203(a)(1)(E); T.C.A. § 49-7-2405

Approved by:

Administrative Council: February 20, 2019

University Assembly:

Board of Trustees:

Department of State Division of Publications 312 Rosa L. Parks Ave., 8th Floor, Snodgrass/TN Tower Nashville, TN 37243 Phone: 615-741-2650 Email: publications.information@tn.gov	For Department of State Use Only Sequence Number: _____ Rule ID(s): _____ File Date: _____ Effective Date: _____
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Proposed Rule(s) Filing Form

Proposed rules are submitted pursuant to Tenn. Code Ann. §§ 4-5-202, 4-5-207, and 4-5-229 in lieu of a rulemaking hearing. It is the intent of the Agency to promulgate these rules without a rulemaking hearing unless a petition requesting such hearing is filed within ninety (90) days of the filing of the proposed rule with the Secretary of State. To be effective, the petition must be filed with the Agency and be signed by ten (10) persons who will be affected by the amendments, or submitted by a municipality which will be affected by the amendments, or an association of ten (10) or more members, or any standing committee of the General Assembly. The agency shall forward such petition to the Secretary of State.

Pursuant to Tenn. Code Ann. § 4-5-229, any new fee or fee increase promulgated by state agency rule shall take effect on July 1, following the expiration of the ninety (90) day period as provided in § 4-5-207. This section shall not apply to rules that implement new fees or fee increases that are promulgated as emergency rules pursuant to § 4-5-208(a) and to subsequent rules that make permanent such emergency rules, as amended during the rulemaking process. In addition, this section shall not apply to state agencies that did not, during the preceding two (2) fiscal years, collect fees in an amount sufficient to pay the cost of operating the board, commission or entity in accordance with § 4-29-121(b).

Agency/Board/Commission:	Tennessee Technological University
Division:	
Contact Person:	Marc Burnett, Vice President for Student Affairs
Address:	1000 N. Dixie Avenue, Cookeville, TN
Zip:	38505
Phone:	(931) 372-3411
Email:	mburnett@tnstate.edu

Revision Type (check all that apply):

- Amendment
 New
 Repeal

Rule(s) (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please make sure that ALL new rule and repealed rule numbers are listed in the chart below. Please enter only ONE Rule Number/Rule Title per row)

Chapter Number	Chapter Title
0240-09-06	Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities
Rule Number	Rule Title
0240-09-06-01	Purpose and Implementation
0240-09-06-02	Definitions
0240-09-06-03	General Policy
0240-09-06-04	General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users
0240-09-06-05	Application Requirements and Use of Tennessee Tech Property Applicable to All Users
0240-09-06-06	Specific Provisions Related to Affiliated Users
0240-09-06-07	Requirements Related to Free Speech Activities of Non-affiliated Users
0240-09-06-08	Denial or Limitation of Application for Use of Facilities
0240-09-06-09	Indemnification and Insurance Requirements
0240-09-06-10	Distribution of Leaflets, Literature, Pamphlets, Etc.
0240-09-06-11	Commercial Use of Tennessee Tech Property

0240-09-06-12	Solicitation of Funds
0240-09-06-13	Bulletin Boards and Approved Areas for Posting
0240-09-06-14	Compliance with Contractual Obligations
0240-09-06-15	Exceptions

Rules
Of
Tennessee Technological University

Chapter 0240-09-06
Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities

New Chapter

Table of Contents is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

- 0240-09-06-.01 Purpose and Implementation
- 0240-09-06-.02 Definitions
- 0240-09-06-.03 General Policy
- 0240-09-06-.04 General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users
- 0240-09-06-.05 Application Requirements and Use of Tennessee Tech Property Applicable to All Users
- 0240-09-06-.06 Specific Provisions Related to Affiliated Users
- 0240-09-06-.07 Requirements Related to Free Speech Activities of Non-affiliated Users
- 0240-09-06-.08 Denial or Limitation of Application for Use of Facilities
- 0240-09-06-.09 Indemnification and Insurance Requirements
- 0240-09-06-.10 Distribution of Leaflets, Literature, Pamphlets, Etc.
- 0240-09-06-.11 Commercial Use of Tennessee Tech Property
- 0240-09-06-.12 Solicitation of Funds
- 0240-09-06-.13 Bulletin Boards and Approved Areas for Posting
- 0240-09-06-.14 Compliance with Contractual Obligations
- 0240-09-06-.15 Exceptions

0240-09-06-.01 Purpose and Implementation is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.01 Purpose and Implementation

- (1) The purpose of this rule is to provide a uniform basis upon which Tennessee Tech can regulate and facilitate the use of Tennessee Tech Property for Affiliated Users and for Free Speech Activities.
- (2) This rule is intended to operate consistently with Tennessee Tech's educational and research purpose and mission through the implementation of constitutional time, place, and manner restrictions and reasonable content and viewpoint-neutral restrictions, as appropriate for the forum and category of the User.
- (3) This rule shall be implemented and construed so as to preserve the primacy of Tennessee Tech's educational and research purpose and mission and to protect the safety of persons and security of property, and to prevent use of Tennessee Tech Property contrary to federal and state laws, rules, regulations, and Tennessee Tech policies.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.02 Definitions is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.02 Definitions

- (1) Affiliated Use: The use of Tennessee Tech Property by an Affiliated User for a reason associated with the Affiliated User's status.
- (2) Affiliated User: Registered student organizations as defined by Tennessee Tech policy or a person officially connected with Tennessee Tech, including Students, faculty, and other employees. The mere membership of a Student, faculty, or employee in a group or organization does not convert that group or organization to an Affiliated User.

- (3) Application for Use: Form or process used by Tennessee Tech for Users who wish to reserve and use Tennessee Tech Property.
- (4) Free Speech Activities: Speech, expression, or assemblies protected by the First Amendment of the United States Constitution or Article 1, Section 19 of the Tennessee Constitution, verbal or written, including but not limited to all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. "Free Speech Activities" do not include the promotion, sale, or distribution of any product or service.
- (5) Non-affiliated Use: The use of Tennessee Tech Property for activities other than Affiliated Use.
- (6) Non-affiliated User: Any person, group, or organization that is not an Affiliated User.
- (7) Normal Administrative Activities: For the purposes of this rule only, "Normal Educational Activities" means activities that fall within the scope of a Tennessee Tech employee's job-related duties, activities, or responsibilities.
- (8) Normal Educational Activities: Activities that occur outside of the scheduled class period to enhance and to continue student learning and project completion. These include but are not limited to the following: small group study sessions (whether organized by students, tutors, instructors or teachers), review sessions, open labs, student-teacher conferences, and students working together on class projects.
- (9) Official Tennessee Tech Purpose: Use of Tennessee Tech Property by student groups/organizations, administrative offices, and/or departments for events, programs, activities, etc. that primarily support Tennessee Tech's purpose and mission and/or are planned primarily for members of the Tennessee Tech community.
- (10) Student: A person who is currently enrolled in a Tennessee Tech credit course of study or a student organization that is comprised entirely of individuals currently enrolled in credit courses of study and registered with Tennessee Tech.
- (11) Tennessee Tech Official: An employee or agent of Tennessee Tech, including but not limited to university police, faculty members, and staff, acting in the performance of his/her duties, as well as Student employees, including but not limited to event staff, resident assistants, and graduate or teaching assistants.
- (12) Tennessee Tech Property or Property: All facilities and property owned, leased, or controlled by Tennessee Tech.
- (13) User: Both Affiliated and Non-affiliated Users.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.03 General Policy is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.03 General Policy

- (1) Use of Tennessee Tech Property is restricted to Affiliated Users and invited guests of Tennessee Tech, except as specifically provided by rules, laws related to free speech, or when part or all of Tennessee Tech's campus, buildings, or facilities is open to the general public for a designated time and purpose.
- (2) Use of Tennessee Tech Property shall be through a process of Application for Use, except as provided by state law related to free speech on campuses and, absent unusual circumstances, for use for Normal Educational or Administrative Activities.
- (3) Except as provided by state law related to free speech on campuses, Tennessee Tech, in its sole discretion, may restrict use of Tennessee Tech Property during periods that are dedicated to Tennessee

Tech activities. Such periods include but are not limited to the final week of classes, final examination periods, welcome or homecoming weeks, etc.

- (4) Tennessee Tech will publish a list of Property available for use by Affiliated Users and the office/department responsible for accepting and processing the Application for Use.
- (5) Tennessee Tech will publish a list of spaces designated for Free Speech Activities by Non-affiliated Users and the process for Application for Use.
- (6) Except as provided by state law related to free speech on campuses, Tennessee Tech Property not specifically identified as available for use is specifically unavailable for use other than for Normal Educational or Administrative Activities.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-04 General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-04 General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users

- (1) Users and use of the Property must comply with federal and state laws, rules, regulations, and Tennessee Tech policies, including but not limited to applicable fire and safety codes and policies related to the protection of minors on campus.
- (2) Tennessee Tech shall have the right to terminate immediately the use of Tennessee Tech Property by any User due to a violation or violations of any federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies.
- (3) Sound amplification equipment may be used only when prior approval has been requested and granted by the Tennessee Tech Official in charge of approving the Application for Use, taking into account Tennessee Tech's purpose and mission and the nature of the requested Tennessee Tech Property, location, time of day, manner, volume, etc.
- (4) A Student may not allow a Non-affiliated User to use Tennessee Tech Property in her/his/its name in order to circumvent or to avoid the requirements of Tennessee Tech's rule or policies related to rental of Tennessee Tech Property.
- (5) Consistent with state law related to free speech on campuses, a Student or a faculty member may invite a guest speaker, provided the Student or faculty is responsible for all matters related to the activity or event.
 - (a) The responsibilities of the Student or faculty member include but are not limited to the following:
 1. Submitting an Application for Use and receiving approval for the use of the requested Property;
 2. Acting as the primary contact and communicator for facility needs and campus services;
 3. Assuming responsibility for working with and resolving problems related to the activity or event, including any damages caused by the guest speaker, invitees, or guests;
 4. Ensuring the invitees and guests follow Tennessee Tech rules, policies, regulations, guidelines, and procedures; and
 5. Ensuring all financial obligations for the activity or event are met.
 - (b) The Student or faculty member must be present at the activity or event for the duration of the event.
- (6) An affiliated entity may sponsor an activity or event that would ordinarily be deemed a Non-affiliated Use if the activity or event is directly related to the purpose and mission of the affiliated entity and Tennessee Tech.

- (a) In order to sponsor such an activity or event, the affiliated entity must be responsible for all matters related to the activity or event. The affiliated entity's responsibilities include but are not limited to the following:
 - 1. Submitting an Application for Use and receiving approval for the activity or event;
 - 2. Seeking and obtaining all necessary campus approvals and authorizations for the activity or event;
 - 3. Ensuring the affiliated entity's name is associated with the activity or event;
 - 4. Acting as the primary contact and communicator for facility needs and campus services;
 - 5. Assuming responsibility for working with and resolving problems related to the activity or event, including any damages caused by the activity or event;
 - 6. Ensuring the invitees and guests follow Tennessee Tech policies, regulations, guidelines, and procedures; and
 - 7. Ensuring all financial obligations for the activity or event are met.
- (b) An affiliated entity must ensure that its members, including at least one (1) officer of the affiliated entity, are present at the activity or event for the duration of the activity or event.
- (7) Users of Tennessee Tech Property are responsible for all aspects of the activity or event, including but not limited to the conduct of the invitees and guests, set up, break down, clean up, etc.
- (8) User must return Tennessee Tech Property in the same condition it was in when made available to the User. User will be responsible for all expenses incurred by Tennessee Tech to remedy the condition of damaged Tennessee Tech Property.
- (9) Use of Tennessee Tech Property shall be limited to the declared purpose in the Application for Use.
- (10) Tennessee Tech will not permit overnight use of Tennessee Tech Property unless specifically requested and approved in writing by the Tennessee Tech Official in charge of approving the Application for Use.
- (11) All persons on Tennessee Tech Property in conjunction with an activity or event shall provide adequate identification upon request to Tennessee Tech Officials and security personnel. Persons or groups who refuse to provide such identification may be subject to immediate removal from Tennessee Tech Property, to campus disciplinary action, and/or to arrest, as appropriate.
- (12) Users are restricted to the area of Tennessee Tech Property approved for their use.
- (13) The use and/or possession of alcoholic beverages on Tennessee Tech Property is prohibited unless approved pursuant to Tennessee Tech policies related to alcohol on Tennessee Tech Property.
- (14) Users shall not:
 - (a) Block or substantially impede vehicular, bicycle, pedestrian, or other traffic;
 - (b) Block or substantially impede entrances or exits to Tennessee Tech Property;
 - (c) Substantially disrupt or interfere with Tennessee Tech operations, activities, or events;
 - (d) Substantially disrupt or interfere with the ability of a Student to sleep or study in a Tennessee Tech residence hall during the hours designated by Tennessee Tech as quiet hours, or the ability of a Student to study in the Tennessee Tech library or in a designated study area;
 - (e) Engage in speech that is obscene; is defamatory; consists of fighting words; communicates an

objectively serious expression of intent to commit an act of unlawful violence to a particular individual or group; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;

- (f) Unreasonably threaten the health or safety of another person; or
- (g) Damage or deface Tennessee Tech Property, including but not limited to grass, shrubs, trees, or other landscaping.

(15) Except as provided by state law related to free speech on campuses, User may be required to pay certain fees or costs, including but not limited to maintenance, custodial, utilities, set-up, and/or security, related to the nature of the activity or event and the use of particular Tennessee Tech Property. The fees and costs schedule will be applied to all similar uses on a content- and viewpoint-neutral basis. Payment of such fees and costs may be required in advance of an activity or event, at the sole discretion of Tennessee Tech.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.05 Application Requirements and Use of Tennessee Tech Property Applicable to All Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.05 Application Requirements and Use of Tennessee Tech Property Applicable to All Users

- (1) Affiliated Users' requests to use Tennessee Tech Property have priority over requests by Non-affiliated Users.
- (2) Users may reserve Tennessee Tech Property by following the procedures published by Tennessee Tech.
- (3) The Tennessee Tech Official responsible for approving the Application for Use may approve an application filed late according to the required time period specified in procedures, if it is determined that the use of the requested Tennessee Tech Property can be reasonably accommodated. Approval of late applications shall be within the sole discretion of the Tennessee Tech Official, whose decision will be final.
- (4) The Tennessee Tech Official responsible for approving the Application for Use will provide written notice of approval or disapproval of the Application for Use to the applicant within a reasonable time from the date the application is submitted. Such notices may be made electronically.
- (5) Notices of disapproval shall include a statement of the basis for disapproval, which shall be based solely on content- and viewpoint-neutral factors.
- (6) An applicant must receive written approval of an Application for Use prior to the commencement of the activity or event.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.06 Specific Provisions Related to Affiliated Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.06 Specific Provisions Related to Affiliated Users

- (1) Except as provided by state law related to free speech on campuses, Tennessee Tech may limit use or availability of Tennessee Tech Property.
- (2) Affiliated Users are required to submit an Application for Use for open-air (open space) activities and events if any of the following apply:

- (a) The Affiliated User wants to be assured that the Property will be available for use at the preferred time;
 - (b) The activity or event will involve more than twenty-five (25) participants, including expected invitees or guests;
 - (c) User intends to serve, provide, or distribute food that exceeds the limits described in Tennessee Tech policies related to food purchases;
 - (d) User intends to use equipment including but not limited to tables and stages or utilities, including but not limited to water or electricity;
 - (e) The activity or event includes the use of signs, banners, posters, and/or other displays causing ground penetration or attached to Tennessee Tech Property;
 - (f) User intends to erect any structure, platform, edifice, or similar construct; or
 - (g) User intends to use sound amplification.
- (3) Use of Tennessee Tech equipment in connection with the use of Tennessee Tech Property is subject to the prior approval of the Tennessee Tech Official in charge of approving the Application for Use.
- (4) All signs, displays, structures, etc. must be stable and safe for their intended use.
- (5) Affiliated Users may obtain permission for the repeated use of a particular Tennessee Tech Property without requiring repeated application and approval for each occurrence of the activity or event if the meetings are limited to Affiliated Users.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.07 Requirements Related to Free Speech Activities of Non-affiliated Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.07 Requirements Related to Free Speech Activities of Non-affiliated Users

- (1) Non-affiliated Users' use of Tennessee Tech Property for any purpose other than Free Speech Activities is governed by Tennessee Tech's rule and policies related to rental of Tennessee Tech Property.
- (2) Non-affiliated Users must submit an Application for Use for Free Speech Activities and receive approval prior to any Free Speech Activities.
- (3) Non-affiliated Users may not use Tennessee Tech equipment during the Free Speech Activities.
- (4) Provided the specific Tennessee Tech Property is available for use by Non-affiliated Users for Free Speech Activities, a Non-affiliated User may reserve Tennessee Tech Property for Free Speech Activities two (2) times per month, for a period not to exceed sixteen (16) hours monthly. Tennessee Tech may, in its sole discretion, waive this limit.
- (5) Children under the age of eighteen (18) are not permitted to participate in the Free Speech Activities unless accompanied and supervised by an adult.
- (6) A Non-affiliated User shall not:
 - (a) Build or erect any structure, platform, edifice or similar construct;
 - (b) Place any signs, banners, posters, or other displays on or against, attach them to, or write on any

structure or natural feature of Tennessee Tech Property, including but not limited to doors, buildings, windows, walls, the surface of walkways or roads, fountains, utility poles, lampposts, waste receptacles, trees, street signs, benches, bus stops, Tennessee Tech-owned signage, emergency phones, railings, newsstands, and utility boxes; or

- (c) Use any chalk, paint, or permanent markings on Tennessee Tech Property, including natural features.
- (7) Tennessee Tech is not responsible for Non-affiliated User's or invitees' and guests' loss, damage, or harm to persons, equipment, or property.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.08 Denial or Limitation of Application for Use of Facilities is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.08 Denial or Limitation of Application for Use of Facilities

- (1) Any denial or limitation of a request to use Tennessee Tech Property shall be consistent with the requirements of state law related to free speech on campuses.
- (2) Tennessee Tech's reasons for denying a request may include but are not limited to the following:
 - (a) The requested Tennessee Tech Property has been previously reserved by another User with equal or higher priority;
 - (b) The applicant's frequency of previous use exceeds a contemporaneous applicant's use of the same Tennessee Tech Property or exceeds limits on use by Non-affiliated Users;
 - (c) Use of the requested Tennessee Tech Property would be impractical due to scheduled usage prior to or following the requested use;
 - (d) The applicant or sponsor of the activity or event has knowingly provided inaccurate or false information on the Application for Use;
 - (e) The User or User's invitees and guests violated federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies during a previous use;
 - (f) The requested Tennessee Tech Property has not been designated as available for use;
 - (g) The requested Tennessee Tech Property is not available for use during the requested time;
 - (h) The anticipated size or attendance for the activity or event will exceed building/fire codes, established safety standards, and/or the physical or other limitations of the requested Tennessee Tech Property;
 - (i) The anticipated nature or duration of the activity or event cannot reasonably be accommodated in the requested Tennessee Tech Property;
 - (j) The anticipated size and/or location of the activity or event would cause substantial disruption or interference with Normal Educational or Administrative Activities, the educational use of other Property or services, or the flow of vehicular or pedestrian traffic;
 - (k) The activity or event conflicts with existing Tennessee Tech contractual obligations;
 - (l) The activity or event would constitute an immediate and actual danger to Tennessee Tech Students and/or employees, or to the peace and security of Tennessee Tech that available law enforcement officials could not control with reasonable effort;
 - (m) The activity or event would be contrary to federal or state laws, rules, regulations or Tennessee Tech policies;

- (n) Tennessee Tech does not have sufficient institutional resources available for the activity or event, as determined by the appropriate Tennessee Tech Official(s); or
- (o) Other extenuating circumstances exist that, in the sole discretion of Tennessee Tech, prevent or limit the use of Tennessee Tech Property.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.09 Indemnification and Insurance Requirements is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.09 Indemnification and Insurance Requirements

- (1) Users of Tennessee Tech Property shall indemnify Tennessee Tech and hold it harmless from any and all liabilities arising out of the use of Tennessee Tech Property, including but not limited to personal injury, property damage, court costs, attorney's fees, and any other damage, whether caused by User, invitees, guests, or by User's employees, agents, or contractors.
- (2) Users must provide, upon request, proof of insurance, with types and coverage appropriate for the intended use, as determined by the Tennessee Tech Official in charge of approving the Application for Use in consultation with the Office for Planning and Finance.
- (3) Tennessee Tech may, in its sole discretion, require User to include the State of Tennessee, the Tennessee Tech Board of Trustees and/or Tennessee Tech as additionally insured entities on User's insurance policy.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.10 Distribution of Leaflets, Literature, Pamphlets, Etc. is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.10 Distribution of Leaflets, Literature, Pamphlets, Etc.

- (1) Except as provided by state law related to free speech on campuses, Tennessee Tech may limit locations where the sale or distribution of literature associated with an activity or event will be allowed.
- (2) Except as provided by state law related to free speech on campuses, a User must request to distribute or sell literature and/or advertisements prior to undertaking such activity or event.
- (3) Non-affiliated Users are not allowed to sell or to distribute literature within any Tennessee Tech building unless the distribution or sale is pursuant to a contract for rental pursuant to Tennessee Tech rule and policies.
- (4) No User is allowed to place literature and/or advertisements on vehicles parked on Tennessee Tech Property.
- (5) Any literature that is distributed or sold and any advertisement must comply with all applicable federal and state laws, rules, regulations, and Tennessee Tech policies.
- (6) No obscene literature or material, as defined by law, shall be distributed on any Tennessee Tech Property.
- (7) Users permitted to distribute printed materials pursuant to this rule or Tennessee Tech policy shall refrain from littering and may be held responsible for costs incurred as a result of littering.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.11 Commercial Use of Tennessee Tech Property is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-11 Commercial Use of Tennessee Tech Property

- (1) Tennessee Tech Property may not be used by any User to conduct profit-making activities except when engaged in a contractual business relationship with Tennessee Tech or as allowed by a User's contract for rental pursuant to Tennessee Tech rule and policies.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-12 Solicitation of Funds is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-12 Solicitation of Funds

- (1) Users who engage in gift solicitation, proposals for gift solicitation, or fundraising events conducted for the benefit of Tennessee Tech, any Tennessee Tech foundation, or part of Tennessee Tech must receive the prior approval of the Vice President for University Advancement or designee.
- (2) Solicitation does not include Affiliated Users' activities or events for the purpose of raising funds to meet expenses of an affiliated entity or entities or for a charitable cause. The funds raised by such activities or events must be used for the benefit of the affiliated entity or for charity. No funds shall be distributed to the officers, members, or any individual for personal profit or use.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-13 Bulletin Boards and Approved Areas for Posting is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-13 Bulletin Boards and Approved Areas for Posting

- (1) A Tennessee Tech Official authorized to approve use of a bulletin board or area for posting may specify or limit the authorized uses and/or entities for such boards/areas as well as the types of material that may be posted, the maximum size and duration of any notice, and any other conditions.
- (2) The use of a bulletin board or an area for posting may be subject to the prior approval of the Tennessee Tech Official authorized to approve use of the board or area. Use of a board or an area may be denied on the basis of one or more of the following:
 - (a) The person or group is not authorized to use the board or area in question;
 - (b) The material is not the type authorized for the board or area in question or fails to meet any required conditions;
 - (c) The material is obscene or otherwise violates a federal or state law, rule, regulation, or Tennessee Tech policy; or
 - (d) There is insufficient space available for the material on the board or in the area due to the previous posting of other material.
- (3) Areas not specifically identified and/or authorized for posting are not available for such purpose for any individual or entity, whether Affiliated or Non-affiliated.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-14 Compliance with Contractual Obligations is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-14 Compliance with Contractual Obligations

- (1) Users must comply with applicable Tennessee Tech contractual obligations, including but not limited to SS-7038 (October 2018)

use of Tennessee Tech's contracted dining service vendor, beverage pouring rights exclusivity, etc.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.15 Exceptions is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.15 Exceptions

- (1) The President or his/her designee may grant exceptions when, in the President's or designee's sole discretion, the requested exception is in furtherance of Tennessee Tech's educational and research purpose and mission.

Authority: TN. Pub Acts 2017, ch. 336, § 10

* If a roll-call vote was necessary, the vote by the Agency on these rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Tom Jones					
Trudy Harper					
Melissa Geist					
Rhedona Rose					
Purna Saggurti					
Johnny Stites					
Teresa Vanhooser					
Barry Wilmore					

I certify that this is an accurate and complete copy of proposed rules, lawfully promulgated and adopted by the Tennessee Tech Board of Trustees on 03/21/2019, and is in compliance with the provisions of T.C.A. § 4-5-222. The Secretary of State is hereby instructed that, in the absence of a petition for proposed rules being filed under the conditions set out herein and in the locations described, he is to treat the proposed rules as being placed on file in his office as rules at the expiration of ninety (90) days of the filing of the proposed rule with the Secretary of State.

Date: _____

Signature: _____

Name of Officer: _____

Title of Officer: _____

Subscribed and sworn to before me on: _____

Notary Public Signature: _____

My commission expires on: _____

Agency/Board/Commission: _____

Rule Chapter Number(s): _____

All proposed rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Herbert H. Slatery III
Attorney General and Reporter

Date

Department of State Use Only

Filed with the Department of State on: _____

Effective on: _____

Tre Hargett
Secretary of State

Regulatory Flexibility Addendum

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process, all agencies shall conduct a review of whether a proposed rule or rule affects small business.

This rule is not anticipated to have an impact on small business.

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 “any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments.” (See Public Chapter Number 1070 (<http://publications.tnsosfiles.com/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

This rule is not anticipated to have an impact on local governments.

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A) A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

The rule establishes the general conditions and terms by which the Tennessee Tech community can reserve Tennessee Tech property for use. The rule also establishes the general conditions and terms by which non-affiliated individuals can use a designated space for free speech activities.

- (B) A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

TN. Pub Acts 2017, ch. 336, § 10

- (C) Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

Students and employees are most affected by this rule. Because Tennessee Tech has had a similar policy in place since 2012, Tennessee Tech is not aware of any person, organizations, corporations, or governmental entities that would urge rejection of the rule. Tennessee Tech's Board of Trustees urges adoption of this rule.

- (D) Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule or the necessity to promulgate the rule;

None of which Tennessee Tech is aware.

- (E) An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

No impact

- (F) Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Marc Burnett, Vice President for Student Affairs

- (G) Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Marc Burnett, Vice President for Student Affairs, Katherine Williams, Dean of Students

- (H) Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

1000 N. Dixie Avenue, Cookeville, TN 38505; (931) 372-3411; mburnett@tnstate.edu and kwilliams@tnstate.edu

- (I) Any additional information relevant to the rule proposed for continuation that the committee requests.

N/A

Rules
Of
Tennessee Technological University

Chapter 0240-09-06
Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities

New Chapter

Table of Contents is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.01 Purpose and Implementation

0240-09-06-.02 Definitions

0240-09-06-.03 General Policy

0240-09-06-.04 General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users

0240-09-06-.05 Application Requirements and Use of Tennessee Tech Property Applicable to All Users

0240-09-06-.06 Specific Provisions Related to Affiliated Users

0240-09-06-.07 Requirements Related to Free Speech Activities of Non-affiliated Users

0240-09-06-.08 Denial or Limitation of Application for Use of Facilities

0240-09-06-.09 Indemnification and Insurance Requirements

0240-09-06-.10 Distribution of Leaflets, Literature, Pamphlets, Etc.

0240-09-06-.11 Commercial Use of Tennessee Tech Property

0240-09-06-.12 Solicitation of Funds

0240-09-06-.13 Bulletin Boards and Approved Areas for Posting

0240-09-06-.14 Compliance with Contractual Obligations

0240-09-06-.15 Exceptions

0240-09-06-.01 Purpose and Implementation is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.01 Purpose and Implementation

- (1) The purpose of this rule is to provide a uniform basis upon which Tennessee Tech can regulate and facilitate the use of Tennessee Tech Property for Affiliated Users and for Free Speech Activities.
- (2) This rule is intended to operate consistently with Tennessee Tech's educational and research purpose and mission through the implementation of constitutional time, place, and manner restrictions and reasonable content and viewpoint-neutral restrictions, as appropriate for the forum and category of the User.
- (3) This rule shall be implemented and construed so as to preserve the primacy of Tennessee Tech's educational and research purpose and mission and to protect the safety of persons and security of property, and to prevent use of Tennessee Tech Property contrary to federal and state laws, rules, regulations, and Tennessee Tech policies.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.02 Definitions is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.02 Definitions

- (1) Affiliated Use: The use of Tennessee Tech Property by an Affiliated User for a reason associated with the Affiliated User's status.
- (2) Affiliated User: Registered student organizations as defined by Tennessee Tech policy or a person officially connected with Tennessee Tech, including Students, faculty, and other employees. The mere membership of a Student, faculty, or employee in a group or organization does not convert that group or organization to an Affiliated User.

- (3) Application for Use: Form or process used by Tennessee Tech for Users who wish to reserve and use Tennessee Tech Property.
- (4) Free Speech Activities: Speech, expression, or assemblies protected by the First Amendment of the United States Constitution or Article 1, Section 19 of the Tennessee Constitution, verbal or written, including but not limited to all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. "Free Speech Activities" do not include the promotion, sale, or distribution of any product or service.
- (5) Non-affiliated Use: The use of Tennessee Tech Property for activities other than Affiliated Use.
- (6) Non-affiliated User: Any person, group, or organization that is not an Affiliated User.
- (7) Normal Administrative Activities: For the purposes of this rule only, "Normal Educational Activities" means activities that fall within the scope of a Tennessee Tech employee's job-related duties, activities, or responsibilities.
- (8) Normal Educational Activities: Activities that occur outside of the scheduled class period to enhance and to continue student learning and project completion. These include, but are not limited to the following: small group study sessions (whether organized by students, tutors, instructors or teachers), review sessions, open labs, student-teacher conferences, and students working together on class projects.
- (9) Official Tennessee Tech Purpose: Use of Tennessee Tech Property by student groups/organizations, administrative offices, and/or departments for events, programs, activities, etc. that primarily support Tennessee Tech's purpose and mission and/or are planned primarily for members of the Tennessee Tech community.
- (10) Student: A person who is currently enrolled in a Tennessee Tech credit course of study or a student organization that is comprised entirely of individuals currently enrolled in credit courses of study and registered with Tennessee Tech.
- (11) Tennessee Tech Official: An employee or agent of Tennessee Tech, including but not limited to university police, faculty members, and staff, acting in the performance of his/her duties, as well as Student employees, including but not limited to event staff, resident assistants, and graduate or teaching assistants.
- (12) Tennessee Tech Property or Property: All facilities and property owned, leased, or controlled by Tennessee Tech.
- (13) User: Both Affiliated and Non-affiliated Users.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-03 General Policy is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-03 General Policy

- (1) Use of Tennessee Tech Property is restricted to Affiliated Users and invited guests of Tennessee Tech, except as specifically provided by rules, laws related to free speech, or when part or all of Tennessee Tech's campus, buildings, or facilities is open to the general public for a designated time and purpose.
- (2) Use of Tennessee Tech Property shall be through a process of Application for Use, except as provided by state law related to free speech on campuses and, absent unusual circumstances, for use for Normal Educational or Administrative Activities.
- (3) Except as provided by state law related to free speech on campuses, Tennessee Tech, in its sole discretion, may restrict use of Tennessee Tech Property during periods that are dedicated to Tennessee

Tech activities. Such periods include but are not limited to the final week of classes, final examination periods, welcome or homecoming weeks, etc.

- (4) Tennessee Tech will publish a list of Property available for use by Affiliated Users and the office/department responsible for accepting and processing the Application for Use.
- (5) Tennessee Tech will publish a list of spaces designated for Free Speech Activities by Non-affiliated Users and the process for Application for Use.
- (6) Except as provided by state law related to free speech on campuses, Tennessee Tech Property not specifically identified as available for use is specifically unavailable for use other than for Normal Educational or Administrative Activities.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.04 General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.04 General Conditions for Use of Tennessee Tech Property by Affiliated and Non-affiliated Users

- (1) Users and use of the Property must comply with federal and state laws, rules, regulations, and Tennessee Tech policies, including but not limited to applicable fire and safety codes and policies related to the protection of minors on campus.
- (2) Tennessee Tech shall have the right to terminate immediately the use of Tennessee Tech Property by any User due to a violation or violations of any federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies.
- (3) Sound amplification equipment may be used only when prior approval has been requested and granted by the Tennessee Tech Official in charge of approving the Application for Use, taking into account Tennessee Tech's purpose and mission and the nature of the requested Tennessee Tech Property, location, time of day, manner, volume, etc.
- (4) A Student may not allow a Non-affiliated User to use Tennessee Tech Property in her/his/its name in order to circumvent or to avoid the requirements of Tennessee Tech's rule or policies related to rental of Tennessee Tech Property.
- (5) Consistent with state law related to free speech on campuses, a Student or a faculty member may invite a guest speaker, provided the Student or faculty is responsible for all matters related to the activity or event.
 - (a) The responsibilities of the Student or faculty member include but are not limited to the following:
 1. Submitting an Application for Use and receiving approval for the use of the requested Property;
 2. Acting as the primary contact and communicator for facility needs and campus services;
 3. Assuming responsibility for working with and resolving problems related to the activity or event, including any damages caused by the guest speaker, invitees, or guests;
 4. Ensuring the invitees and guests follow Tennessee Tech rules, policies, regulations, guidelines, and procedures; and
 5. Ensuring all financial obligations for the activity or event are met.
 - (b) The Student or faculty member must be present at the activity or event for the duration of the event.
- (6) An affiliated entity may sponsor an activity or event that would ordinarily be deemed a Non-affiliated Use if the activity or event is directly related to the purpose and mission of the affiliated entity and Tennessee Tech.

- (a) In order to sponsor such an activity or event, the affiliated entity must be responsible for all matters related to the activity or event. The affiliated entity's responsibilities include but are not limited to the following:
1. Submitting an Application for Use and receiving approval for the activity or event;
 2. Seeking and obtaining all necessary campus approvals and authorizations for the activity or event;
 3. Ensuring the affiliated entity's name is associated with the activity or event;
 4. Acting as the primary contact and communicator for facility needs and campus services;
 5. Assuming responsibility for working with and resolving problems related to the activity or event, including any damages caused by the activity or event;
 6. Ensuring the invitees and guests follow Tennessee Tech policies, regulations, guidelines, and procedures; and
 7. Ensuring all financial obligations for the activity or event are met.
- (b) An affiliated entity must ensure that its members, including at least one (1) officer of the affiliated entity, are present at the activity or event for the duration of the activity or event.
- (7) Users of Tennessee Tech Property are responsible for all aspects of the activity or event, including but not limited to the conduct of the invitees and guests, set up, break down, clean up, etc.
- (8) User must return Tennessee Tech Property in the same condition it was in when made available to the User. User will be responsible for all expenses incurred by Tennessee Tech to remedy the condition of damaged Tennessee Tech Property.
- (9) Use of Tennessee Tech Property shall be limited to the declared purpose in the Application for Use.
- (10) Tennessee Tech will not permit overnight use of Tennessee Tech Property unless specifically requested and approved in writing by the Tennessee Tech Official in charge of approving the Application for Use.
- (11) All persons on Tennessee Tech Property in conjunction with an activity or event shall provide adequate identification upon request to Tennessee Tech Officials and security personnel. Persons or groups who refuse to provide such identification may be subject to immediate removal from Tennessee Tech Property, to campus disciplinary action, and/or to arrest, as appropriate.
- (12) Users are restricted to the area of Tennessee Tech Property approved for their use.
- (13) The use and/or possession of alcoholic beverages on Tennessee Tech Property is prohibited unless approved pursuant to Tennessee Tech policies related to alcohol on Tennessee Tech Property.
- (14) Users shall not:
- (a) Block or substantially impede vehicular, bicycle, pedestrian, or other traffic;
 - (b) (Block or substantially impede entrances or exits to Tennessee Tech Property;
 - (c) Substantially disrupt or interfere with Tennessee Tech operations, activities, or events;
 - (d) Substantially disrupt or interfere with the ability of a Student to sleep or study in a Tennessee Tech residence hall during the hours designated by Tennessee Tech as quiet hours, or the ability of a Student to study in the Tennessee Tech library or in a designated study area;
 - (e) Engage in speech that is obscene; is defamatory; consists of fighting words; communicates an

objectively serious expression of intent to commit an act of unlawful violence to a particular individual or group; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;

- (f) Unreasonably threaten the health or safety of another person; or
- (g) Damage or deface Tennessee Tech Property, including but not limited to grass, shrubs, trees, or other landscaping.

(15)Except as provided by state law related to free speech on campuses, User may be required to pay certain fees or costs, including but not limited to maintenance, custodial, utilities, set-up, and/or security, related to the nature of the activity or event and the use of particular Tennessee Tech Property. The fees and costs schedule will be applied to all similar uses on a content- and viewpoint-neutral basis. Payment of such fees and costs may be required in advance of an activity or event, at the sole discretion of Tennessee Tech.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.05 Application Requirements and Use of Tennessee Tech Property Applicable to All Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.05 Application Requirements and Use of Tennessee Tech Property Applicable to All Users

- (1) Affiliated Users' requests to use Tennessee Tech Property have priority over requests by Non-affiliated Users.
- (2) Users may reserve Tennessee Tech Property by following the procedures published by Tennessee Tech.
- (3) The Tennessee Tech Official responsible for approving the Application for Use may approve an application filed late according to the required time period specified in procedures, if it is determined that the use of the requested Tennessee Tech Property can be reasonably accommodated. Approval of late applications shall be within the sole discretion of the Tennessee Tech Official, whose decision will be final.
- (4) The Tennessee Tech Official responsible for approving the Application for Use will provide written notice of approval or disapproval of the Application for Use to the applicant within a reasonable time from the date the application is submitted. Such notices may be made electronically.
- (5) Notices of disapproval shall include a statement of the basis for disapproval, which shall be based solely on content- and viewpoint-neutral factors.
- (6) An applicant must receive written approval of an Application for Use prior to the commencement of the activity or event.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.06 Specific Provisions Related to Affiliated Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.06 Specific Provisions Related to Affiliated Users

- (1) Except as provided by state law related to free speech on campuses, Tennessee Tech may limit use or availability of Tennessee Tech Property.
- (2) Affiliated Users are required to submit an Application for Use for open-air (open space) activities and events if any of the following apply:

- (a) The Affiliated User wants to be assured that the Property will be available for use at the preferred time;
 - (b) The activity or event will involve more than twenty-five (25) participants, including expected invitees or guests;
 - (c) User intends to serve, provide, or distribute food that exceeds the limits described in Tennessee Tech policies related to food purchases;
 - (d) User intends to use equipment including but not limited to tables and stages or utilities, including but not limited to water or electricity;
 - (e) The activity or event includes the use of signs, banners, posters, and/or other displays causing ground penetration or attached to Tennessee Tech Property;
 - (f) User intends to erect any structure, platform, edifice, or similar construct; or
 - (g) User intends to use sound amplification.
- (3) Use of Tennessee Tech equipment in connection with the use of Tennessee Tech Property is subject to the prior approval of the Tennessee Tech Official in charge of approving the Application for Use.
- (4) All signs, displays, structures, etc. must be stable and safe for their intended use.
- (5) Affiliated Users may obtain permission for the repeated use of a particular Tennessee Tech Property without requiring repeated application and approval for each occurrence of the activity or event if the meetings are limited to Affiliated Users.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.07 Requirements Related to Free Speech Activities of Non-affiliated Users is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.07 Requirements Related to Free Speech Activities of Non-affiliated Users

- (1) Non-affiliated Users' use of Tennessee Tech Property for any purpose other than Free Speech Activities is governed by Tennessee Tech's rule and policies related to rental of Tennessee Tech Property.
- (2) Non-affiliated Users must submit an Application for Use for Free Speech Activities and receive approval prior to any Free Speech Activities.
- (3) Non-affiliated Users may not use Tennessee Tech equipment during the Free Speech Activities.
- (4) Provided the specific Tennessee Tech Property is available for use by Non-affiliated Users for Free Speech Activities, a Non-affiliated User may reserve Tennessee Tech Property for Free Speech Activities two (2) times per month, for a period not to exceed sixteen (16) hours monthly. Tennessee Tech may, in its sole discretion, waive this limit.
- (5) Children under the age of eighteen (18) are not permitted to participate in the Free Speech Activities unless accompanied and supervised by an adult.
- (6) A Non-affiliated User shall not:
 - (a) Build or erect any structure, platform, edifice or similar construct;
 - (b) Place any signs, banners, posters, or other displays on or against, attach them to or write on any

structure or natural feature of Tennessee Tech Property, including but not limited to doors, buildings, windows, walls, the surface of walkways or roads, fountains, utility poles, lampposts, waste receptacles, trees, street signs, benches, bus stops, Tennessee Tech-owned signage, emergency phones, railings, newsstands, and utility boxes; or

- (c) Use any chalk, paint, or permanent markings on Tennessee Tech Property, including natural features.
- (7) Tennessee Tech is not responsible for Non-affiliated User's or invitees' and guests' loss, damage, or harm to persons, equipment, or property.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.08 Denial or Limitation of Application for Use of Facilities is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.08 Denial or Limitation of Application for Use of Facilities

- (1) Any denial or limitation of a request to use Tennessee Tech Property shall be consistent with the requirements of state law related to free speech on campuses.
- (2) Tennessee Tech's reasons for denying a request may include but are not limited to the following:
 - (a) The requested Tennessee Tech Property has been previously reserved by another User with equal or higher priority;
 - (b) The applicant's frequency of previous use exceeds a contemporaneous applicant's use of the same Tennessee Tech Property or exceeds limits on use by Non-affiliated Users;
 - (c) Use of the requested Tennessee Tech Property would be impractical due to scheduled usage prior to or following the requested use;
 - (d) The applicant or sponsor of the activity or event has knowingly provided inaccurate or false information on the Application for Use;
 - (e) The User or User's invitees and guests violated federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies during a previous use;
 - (f) The requested Tennessee Tech Property has not been designated as available for use;
 - (g) The requested Tennessee Tech Property is not available for use during the requested time;
 - (h) The anticipated size or attendance for the activity or event will exceed building/fire codes, established safety standards, and/or the physical or other limitations of the requested Tennessee Tech Property;
 - (i) The anticipated nature or duration of the activity or event cannot reasonably be accommodated in the requested Tennessee Tech Property;
 - (j) The anticipated size and/or location of the activity or event would cause substantial disruption or interference with Normal Educational or Administrative Activities, the educational use of other Property or services, or the flow of vehicular or pedestrian traffic;
 - (k) The activity or event conflicts with existing Tennessee Tech contractual obligations;
 - (l) The activity or event would constitute an immediate and actual danger to Tennessee Tech Students and/or employees, or to the peace and security of Tennessee Tech that available law enforcement officials could not control with reasonable effort;
 - (m) The activity or event would be contrary to federal or state laws, rules, regulations or Tennessee Tech policies;

- (n) Tennessee Tech does not have sufficient institutional resources available for the activity or event, as determined by the appropriate Tennessee Tech Official(s); or
- (o) Other extenuating circumstances exist that, in the sole discretion of Tennessee Tech, prevent or limit the use of Tennessee Tech Property.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.09 Indemnification and Insurance Requirements is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.09 Indemnification and Insurance Requirements

- (1) Users of Tennessee Tech Property shall indemnify Tennessee Tech and hold it harmless from any and all liabilities arising out of the use of Tennessee Tech Property, including but not limited to personal injury, property damage, court costs, attorney's fees, and any other damage, whether caused by User, invitees, guests, or by User's employees, agents, or contractors.
- (2) Users must provide, upon request, proof of insurance, with types and coverage appropriate for the intended use, as determined by the Tennessee Tech Official in charge of approving the Application for Use in consultation with the Office for Planning and Finance.
- (3) Tennessee Tech may, in its sole discretion, require User to include the State of Tennessee, the Tennessee Tech Board of Trustees and/or Tennessee Tech as additionally insured entities on User's insurance policy.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.10 Distribution of Leaflets, Literature, Pamphlets, Etc. is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.10 Distribution of Leaflets, Literature, Pamphlets, Etc.

- (1) Except as provided by state law related to free speech on campuses, Tennessee Tech may limit locations where the sale or distribution of literature associated with an activity or event will be allowed.
- (2) Except as provided by state law related to free speech on campuses, a User must request to distribute or sell literature and/or advertisements prior to undertaking such activity or event.
- (3) Non-affiliated Users are not allowed to sell or to distribute literature within any Tennessee Tech building unless the distribution or sale is pursuant to a contract for rental pursuant to Tennessee Tech rule and policies.
- (4) No User is allowed to place literature and/or advertisements on vehicles parked on Tennessee Tech Property.
- (5) Any literature that is distributed or sold and any advertisement must comply with all applicable federal and state laws, rules, regulations, and Tennessee Tech policies.
- (6) No obscene literature or material, as defined by law, shall be distributed on any Tennessee Tech Property.
- (7) Users permitted to distribute printed materials pursuant to this rule or Tennessee Tech policy shall refrain from littering and may be held responsible for costs incurred as a result of littering.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.11 Commercial Use of Tennessee Tech Property is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.11 Commercial Use of Tennessee Tech Property

- (1) Tennessee Tech Property may not be used by any User to conduct profit-making activities except when engaged in a contractual business relationship with Tennessee Tech or as allowed by a User's contract for rental pursuant to Tennessee Tech rule and policies.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.12 Solicitation of Funds is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.12 Solicitation of Funds

- (1) Users who engage in gift solicitation, proposals for gift solicitation, or fundraising events conducted for the benefit of Tennessee Tech, any Tennessee Tech foundation, or part of Tennessee Tech must receive the prior approval of the Vice President for University Advancement or designee.
- (2) Solicitation does not include Affiliated Users' activities or events for the purpose of raising funds to meet expenses of an affiliated entity or entities or for a charitable cause. The funds raised by such activities or events must be used for the benefit of the affiliated entity or for charity. No funds shall be distributed to the officers, members, or any individual for personal profit or use.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.13 Bulletin Boards and Approved Areas for Posting is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.13 Bulletin Boards and Approved Areas for Posting

- (1) A Tennessee Tech Official authorized to approve use of a bulletin board or area for posting may specify or limit the authorized uses and/or entities for such boards/areas as well as the types of material that may be posted, the maximum size and duration of any notice, and any other conditions.
- (2) The use of a bulletin board or an area for posting may be subject to the prior approval of the Tennessee Tech Official authorized to approve use of the board or area. Use of a board or an area may be denied on the basis of one or more of the following:
 - (a) The person or group is not authorized to use the board or area in question;
 - (b) The material is not the type authorized for the board or area in question or fails to meet any required conditions;
 - (c) The material is obscene or otherwise violates a federal or state law, rule, regulation, or Tennessee Tech policy; or
 - (d) There is insufficient space available for the material on the board or in the area due to the previous posting of other material.
- (3) Areas not specifically identified and/or authorized for posting are not available for such purpose for any individual or entity, whether Affiliated or Non-affiliated.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.14 Compliance with Contractual Obligations is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.14 Compliance with Contractual Obligations

- (1) Users must comply with applicable Tennessee Tech contractual obligations, including but not limited to

use of Tennessee Tech's contracted dining service vendor, beverage pouring rights exclusivity, etc.

Authority: TN. Pub Acts 2017, ch. 336, § 10

0240-09-06-.15 Exceptions is added to Chapter 0240-09-06 Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities and shall read as follows:

0240-09-06-.15 Exceptions

- (1) The President or his/her designee may grant exceptions when, in the President's or designee's sole discretion, the requested exception is in furtherance of Tennessee Tech's educational and research purpose and mission.

Authority: TN. Pub Acts 2017, ch. 336, § 10



Agenda Item Summary

Date: March 21, 2019

Division: Planning and Finance

Agenda Item: Credit Card Processing Fees

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

Over time costs associated with accepting credit card payments for tuition and other fees have increased to approximately \$500,000 annually. This cost is passed on to all students through tuition increases although the majority of students are not using this form of payment. Effective July 1, 2019, we will charge a processing fee of 2.85% on credit card payments. Our on-line payment system will warn students of the additional charge for paying by credit card and offer them other methods for making payments on-line including e-check and ACH. Students may also pay in-person using paper check or cash. Several Tennessee universities have already implemented a similar credit card processing fee including UTK, UTC, ETSU, University of Memphis and Vanderbilt University.

Student Impact						
	Online			In Person		
	Proposed		Current		Cash/Paper Check	
	PayPath Credit Card @ 2.85%	Credit Card	E-Check/ACH			
Student Bill	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Student Payment	\$ 10,285	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
TTU Net Revenue	\$ 10,000	\$ 9,850	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

FY 18 Tender Analysis For Student Account

	Credit Card	E-check/ACH	Check	Cash	Total Out-of-Pocket Payments	Total Student Financial Aid	Total Tuition and Fees
FY18 \$	\$ 29,087,961	\$ 9,333,027	\$ 972,123	\$ 435,875	\$ 39,828,986	\$ 63,463,314	\$ 103,292,300
FY18 %	73.03%	23.43%	2.44%	1.09%	100.00%		
FY18 Expense	\$ 436,319	\$ -	\$ -	\$ -	\$ 436,319		

*Table represents out-of-pocket payments made on student accounts only.

PayPath Notes of Interest

- Implementation cost is a one-time fee of \$8,750.
- Optional ACH validation at an estimated annual cost of \$16,000.
- Annual decrease in expenses for Tennessee Tech should be \$400,000 to \$500,000.
- Anticipate a flip in volume regarding credit card payments and ACH payments based on experiences from other schools who have implemented PayPath.
- Students have other **free options** to pay online including ACH and bank wire.
- Discourages the use of credit cards (immediate interest, higher interest, etc. vs. student loans) as a long term debt instrument.



Agenda Item Summary

Date: March 21, 2019

Division: Planning and Finance

Agenda Item: Non-Mandatory on-line Fee for consideration at June Committee meeting

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

On-line course fees

Several non-mandatory fees for on-line courses and programs have been proposed by various Colleges. After extensive discussions, we are not prepared to bring these forward at this time. We are working to develop a more comprehensive plan for on-line course and program offerings that will include a consistent fee structure for on-line offerings across campus. With this in mind, there is potential to bring a non-mandatory fee proposal related to on-line course and program offerings forward at the June 2019 committee meeting.



Agenda Item Summary

Date: March 21, 2019

Division: Internal Audit

Agenda Item: Notice of Responsibility

Review

Action

No action required

PRESENTERS: Teresa Vanhooser, Chair of Audit & Business Committee

PURPOSE & KEY POINTS:

One of the duties of the Audit Committee is to regularly, formally reiterate to the Board, Management, and Staff their responsibilities for preventing, detecting, and reporting fraud, waste, and abuse.

Notice of Responsibilities

One of the duties of the Audit Committee is to regularly, formally reiterate to the Board, Management, and Staff their responsibilities for preventing, detecting, and reporting fraud, waste, and abuse.

Detailed definitions and examples of fraud, waste, and abuse, various individual's responsibility for preventing and detecting fraud, waste, and abuse, and methods for reporting fraud, waste, and abuse can be found in TTU Policy 131—Preventing and Reporting Fraud, Waste, or Abuse.

Individuals have varying responsibilities for preventing and reporting fraud, waste, or abuse.

Board Members

Generally, the Board and Audit Committee should consider the risk of fraudulent financial reporting and fraud due to misappropriation and abuse of university assets as they govern and guide the University.

Individually, board members should abide by TTU Policy 001—Board Code of Ethics and Conduct and Conflict of Interest.

Management

Management shall not engage in fraud, waste, or abuse and is responsible for developing and implementing internal controls to help prevent and detect fraud, waste, and abuse.

Executives and administrators with reasonable basis for believing fraud, waste, or abuse has occurred are required to report those incidents.

Employees

Employees shall not engage in fraud, waste, or abuse.

Employees with reasonable basis for believing fraud, waste, or abuse has occurred are strongly encouraged to report those incidents.

Students and Citizens

All students and citizens of the state of Tennessee are encouraged to report known or suspected acts of fraud, waste, or abuse.

Fraud, waste, or abuse can be reported confidentially and should be reported to a supervisor, institutional executive, TTU Internal Audit, or the Tennessee Comptroller of the Treasury.

Specific methods for reporting fraud, waste, or abuse can be found on TTU Internal Audit's website and in TTU Policy 131—Preventing and Reporting Fraud, Waste, or Abuse.



Agenda Item Summary

Date: March 21, 2019

Division: Planning and Finance

Agenda Item: Dennis Estate



Review



Action



No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

Tennessee Tech has been designated a beneficiary of the Dennis Trust. The Dennis Trust was established by B.J. Dennis and Cleo N. Dennis on September 9, 1993 with an amendment dated December 4, 2008. The terms of the Trust Agreement provide for dividing the net trust estate into fifteen (15) equal shares to be distributed as directed by B.J. Dennis and Cleo N. Dennis upon the death of the survivor. The gift to Tennessee Tech consists of seven (7) shares of the Dennis Trust valued at \$1,200,000. According to the terms of the Agreement, the funds are to be used to establish an annual scholarship fund to be known as the "B.J. and Cleo Nash Dennis Scholarship Fund." The University has received \$933,333.33 to-date. The balance will be forwarded to the University upon final settlement of the estate.

The Tennessee Tech University Foundation was established as the fundraising arm of the University and it is the practice of the University to route all gifts through the Foundation; however, the Dennis Trust specifically names the University as the recipient of the funds. We are requesting the Board to designate the Dennis Trust gift as a quasi-endowment and transfer the gift to the Foundation for investment purposes only. The University will retain ownership of the funds. Tennessee Tech's Policy 521, Deposit and Investment of Funds, allows for an endowment from private gifts to be invested in equity securities that are prudently diversified. The Foundation's investment strategy through Common Fund meets the requirements of this policy.



COPY

TRUST AMENDMENT
TO
THE DENNIS TRUST
Dated September 9, 1993

Pursuant to the powers vested in the Settlors, by ARTICLE 3, Section 3.1, of the above entitled trust, to amend the trust instrument, in whole or in part, by an instrument in writing signed by the Settlors and delivered to the Trustees, the Settlors now amend The DENNIS TRUST dated September 9, 1993, as follows:

1. This amendment shall be known as "The Amendment dated December 4, 2008."
2. ARTICLE 2, Section 2.3 of the DENNIS TRUST dated September 9, 1993 is revoked in its entirety and the following Section is substituted in its place:

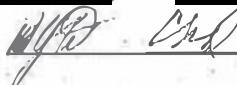
"2.3 UPON THE DEATH OF BOTH B.J. DENNIS AND CLEO N. DENNIS: Upon the death of the survivor of B.J. DENNIS and CLEO N. DENNIS, the trustee shall divide the remaining net trust estate (net trust estate is defined as the trust estate available for distribution to all beneficiaries after payment of settlors' debts, taxes and the fees and expenses of settling the trust), including any assets subsequently added to the trust estate, into Fifteen (15) equal shares and shall distribute them as follows:

2.3.1 The trustee shall distribute Two (2) shares to settlors' nephew, [REDACTED], outright and free of trust, if he is then living. It is settlors' desire, instruction and intent that [REDACTED] uses this gift solely for the educational needs of his children, [REDACTED] and [REDACTED]. If [REDACTED] is then deceased, the trustee shall distribute this gift to [REDACTED], outright and free of trust, if he is then living, to be used solely for the educational needs of [REDACTED] and [REDACTED]. If neither [REDACTED], nor [REDACTED], is then living, the trustee shall distribute this gift, in equal shares, to [REDACTED] and [REDACTED], if both are then living, or all to the survivor of them. If both [REDACTED] and [REDACTED] are then deceased, this gift shall lapse, even if they leave issue then living.

2.3.2 The trustee shall distribute Three (3) shares to settlors' nephew, [REDACTED], outright and free of trust, if he is then living. It is settlors' desire, instruction and intent that [REDACTED] uses this gift solely for the educational needs of his children, [REDACTED] and [REDACTED]. If [REDACTED] is then deceased, the trustee shall distribute this gift to [REDACTED], outright and free of trust, if he is then living, to be used solely for educational needs of [REDACTED] and [REDACTED]. If neither [REDACTED], nor [REDACTED], is then living, the

TRUST AMENDMENT

INITIALS



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trustee shall distribute this gift, in equal shares, to [REDACTED], [REDACTED] and [REDACTED], if all are then living, or all to the survivor(s) of them. If [REDACTED], [REDACTED] and [REDACTED] are all deceased, this gift shall lapse, even if they leave issue then living.

- 2.3.3 The trustee shall distribute One (1) share to settlors' niece, [REDACTED] [REDACTED], if she is then living. If [REDACTED] [REDACTED] is then deceased, this gift shall lapse, even if she leaves issue then living.
- 2.3.4 The trustee shall distribute One-Half (1/2) of a share to settlors' nephew, [REDACTED] [REDACTED], if he is then living. If [REDACTED] [REDACTED] is then deceased, this gift shall lapse, even if he leaves issue then living.
- 2.3.5 The trustee shall distribute One-Half (1/2) of a share to settlors' nephew, [REDACTED] [REDACTED], if he is then living. If [REDACTED] [REDACTED] is then deceased, this gift shall lapse, even if he leaves issue then living.
- 2.3.6 The trustee shall distribute One-Fifth (1/5th) of a share to the [REDACTED] [REDACTED], located at [REDACTED] [REDACTED], or its successor in interest. This gift shall be designated for its hospice programs and services.
- 2.3.7 The trustee shall distribute Two-Fifths (2/5th) of a share to the [REDACTED] [REDACTED] presently located at [REDACTED] [REDACTED], or its successor in interest. This gift shall be used for the general purposes of the organization.
- 2.3.8 The trustee shall distribute Two-Fifths (2/5th) of a share to [REDACTED] [REDACTED] presently located at [REDACTED] [REDACTED], or its successor in interest. This gift shall be used for the general charitable purposes of the organization.
- 2.3.9 The trustee shall distribute Seven (7) shares to TENNESSEE TECHNOLOGICAL UNIVERSITY, presently located at Cookeville, Tennessee, or its successor in interest, to be held, administered and distributed as follows:
 - 2.3.9.1 The University shall establish an annual scholarship fund to be known as the "B.J. AND CLEO NASH DENNIS SCHOLARSHIP FUND."
 - 2.3.9.2 The recipients of the scholarship funds must either be graduates of Upperman High School, located at Baxter, Tennessee, or be beneficiaries of this trust, and the scholarship fund shall be

TRUST AMENDMENT

INITIALS

BJD CND

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otherwise administered by the University in accordance with the University's normal procedures.

- 2.3.9.3 Notwithstanding the above, no athletic scholarships shall be made, regardless of the beneficiary status.
- 2.3.9.4 If the University is unable or unwilling to hold, administer and distribute this gift as a scholarship fund under the terms provided herein, the trustee shall not distribute this gift to the University and this gift shall lapse."

EXECUTION OF TRUST AMENDMENT

Settlors, B.J. DENNIS and CLEO N. DENNIS, have read the foregoing Trust Amendment. It correctly states the additional terms, conditions and changes under which the trust estate is to be held, managed and distributed by the Trustees.

Settlors approve the amendment in all particulars and request the Trustees to execute it. Trustees acknowledge delivery of the trust amendment and agree to be bound by the terms of the trust as amended. In all other respects, Settlors affirm, restate, republish, approve and ratify said Declaration of Trust, as hereby amended.

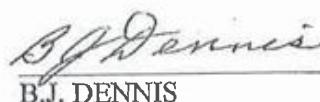
The Settlors and Trustees execute this amendment to the DENNIS TRUST dated September 9, 1993 on December 4, 2008.

SETTLORS:



B.J. DENNIS

TRUSTEES:



B.J. DENNIS



CLEO N. DENNIS



CLEO N. DENNIS

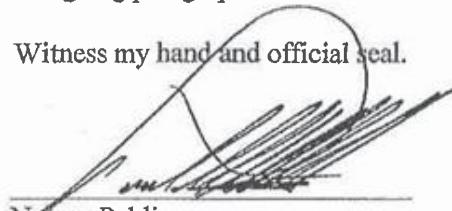
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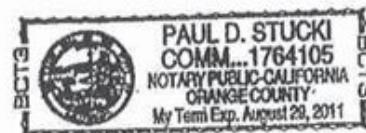
STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

On DEC 04 2008, before me, PAUL D. STUCKI, a Notary Public, personally appeared B.J. DENNIS and CLEO N. DENNIS, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacities and that by their signatures on the instrument the persons, or the entity upon behalf of which the persons acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.


Notary Public



E. Investments

1. All investment decisions shall be in accordance with this policy and must be approved by the Vice President for Planning and Finance or his/her designee.
2. All investments in which funds are deposited outside the State of Tennessee must be authorized by the President.
3. A Trustee Custodian account should be used for handling and holding all investments, other than the Local Government Investment Pool and collateralized certificates of deposit.
4. All investments must be made subject to "delivery versus payment."
5. All funds received by Tennessee Tech and that are available for a sufficient period of time for investment in any interest generating medium should be invested within three (3) days after receipt of such funds.
6. At a minimum, Tennessee Tech shall determine rates of return on all feasible authorized mediums of investment prior to making an investment; and funds shall be invested in those mediums expected to pay the highest rate for the period of time for which the funds are available for investment.
7. All investments of funds in certificates of deposits where the period of investment will exceed thirty (30) days shall be determined on the basis of competitive bids, with appropriate records maintained for audit purposes, including the person obtaining the bids, the amount and rate of return of each bid, and the person who approved the investment.
8. An investment plan should be developed that specifies liquidity requirements for providing cash needed by Tennessee Tech.
9. Investments of endowments in equity securities shall be limited to funds from private gifts or other sources external to the university. Endowment investments shall be prudently diversified.
10. Funds of Tennessee Tech may be invested in a savings account or certificate of deposit of any Depository provided the requirements of this policy including Sections C.1 and C.2, and the Collateral Security requirements of Section B are met. Other authorized investments, subject to the limitations of Section E.12, are set forth in T.C.A. § 9-4-602.
11. All investments via repurchase agreements must include the following:
 - g. There must be a written agreement in accordance with the standard agreement set forth in guidelines established pursuant to this policy.



Agenda Item Summary

Date: March 21, 2019

Division: Planning and Finance

Agenda Item: Non-Mandatory Fees-FY 2019-2020

Review

Action

No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

The proposed 2019-2020 fee changes are for two non-mandatory fees:

- Nursing DNP graduate fee
- Housing rates

Tennessee Tech University



Non-Mandatory
Fee Proposal
2019-2020

Tennessee Tech University
Fee Proposal Summary
FY2019-2020

NON-MANDATORY FEES:

Whitson-Hester School of Nursing:

Nursing Graduate Fee	\$150 / per credit hour	\$ 34,000
Housing:		
Residence Halls	2%	\$ 270,000
Tech Village	2%	\$ 48,000
Total Housing		<u>\$ 318,000</u>
Total Increase Per Fee Proposals		<u>\$ 352,000</u>

TENNESSEE TECH UNIVERSITY
PROPOSED FEE CHANGES
2019-20

Description	Rates			Annual Revenue Impact of Fee Change	Prior Fee Increases 2017-18	Justification
	Current 2018-19	Proposed 2019-20	Increase			
NON-MANDATORY FEES:						
Nursing Graduate Fee	None	\$150 / per hour		\$34,000	New fee	*Consistent fees for both schools in Joint TTU/ETSU DNP program.
HOUSING:						
Residence Halls:						
Crawford Hall Double	\$2,530/sem	\$2,580/sem	\$50/sem	\$270,000	2017-18 \$2,460	*Offset increased operating costs
Crawford Hall Double as Single	\$3,245/sem	\$3,310/sem	\$65/sem		2017-18 \$3,150	*Provide funding for new and ongoing renewal and replacement projects
Crawford Hall Single	\$2,600/sem	\$2,655/sem	\$55/sem		2017-18 \$2,525	
Traditional Double	\$2,822/sem	\$2,880/sem	\$58/sem		2017-18 \$2,740	
Traditional Double as Single	\$3,565/sem	\$3,640/sem	\$75/sem		2017-18 \$3,460	
Traditional Single	\$2,915/sem	\$2,975/sem	\$60/sem		2017-18 \$2,830	
Traditional Double - Summer	\$808/sem	\$825/sem	\$17/sem		2017-18 \$785	
Traditional Double as Single - Summer	\$985/sem	\$1,005/sem	\$20/sem		2017-18 \$955	
Traditional Single - Summer	\$845/sem	\$865/sem	\$20/sem		2017-18 \$820	
Engineering Village Double <i>(Maddux/McCord)</i>	\$2,922/sem	\$2,980/sem	\$58/sem		2017-18 \$2,840	
Engineering Village Double as Single <i>(Maddux/McCord)</i>	\$3,665/sem	\$3,740/sem	\$75/sem		2017-18 \$3,560	
Engineering Village Single	\$3,105/sem	\$3,075/sem	\$60/sem		2017-18 \$2,930	

TENNESSEE TECH UNIVERSITY
PROPOSED FEE CHANGES
2019-20

Description	Rates			Annual Revenue Impact of Fee Change	Prior Fee Increases 2017-18	Justification
	Current 2018-19	Proposed 2019-20	Increase			
(Maddux/McCord)						
Murphy Super Single	\$3,255/sem	\$3,325/sem	\$70/sem		2017-18 \$3,160	
New Halls Double	\$3,990/sem	\$4,070/sem	\$80/sem		2017-18 \$3,875	
New Halls Double as Single	\$4,940/sem	\$5,040/sem	\$100/sem		2017-18 \$4,795	
New Hall North Single	\$4,430/sem	\$4,520/sem	\$90/sem		2017-18 \$4,300	
Tech Village Apartments:						
Phase 1 - One Bedroom Summer Semester	\$4,115/sem \$1,643/session	\$4,200/sem \$1,680/session	\$85/sem \$37/session	\$48,000	2017-18 \$3,995 \$1,595/session	*Offset increased operating costs
Phase 1 - Two Bedroom Summer Semester	\$4,480/sem \$1,792/session	\$4,570/sem \$1,830/session	\$90/sem \$38/session		2017-18 \$4,350 \$1,740/session	*Provide funding for new and ongoing renewal and replacement projects
Phase 1 - Two Bedroom, 4 Person Summer Semester	\$5,645/sem \$2,256/session	\$5,760/sem \$2,305/session	\$115/sem \$49/session		2017-18 \$5,480 \$2,190/session	
Phase 2 & 3 - One Bedroom Summer Semester	\$3,970/sem \$1,586/session	\$4,050/sem \$1,620/session	\$80/sem \$34/session		2017-18 \$3,855 \$1,540/session	
Phase 2 & 3 - Two Bedroom Summer Semester	\$4,770/sem \$1,906/session	\$4,865/sem \$1,945/session	\$95/sem \$39/session		2017-18 \$4,630 \$1,7850/session	



Agenda Item Summary

Date: March 21, 2019

Division: Planning and Finance

Agenda Item: Policy 122(Rental of Tennessee Tech Property) and Rule



Review



Action



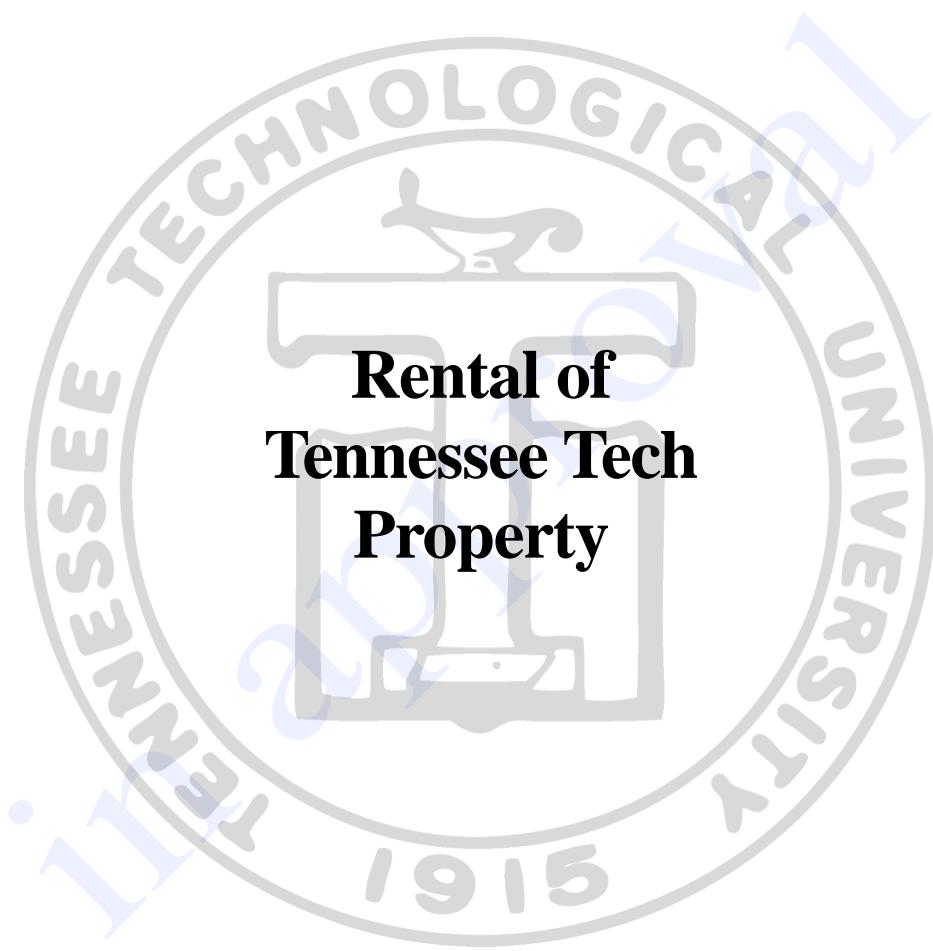
No action required

PRESENTERS: Dr. Claire Stinson, Vice President for Planning and Finance

PURPOSE & KEY POINTS:

The purpose of Policy 122 (Rental of Tennessee Tech Property) and the associated Rule is to provide a uniform basis for regulation and facilitation of the rental of Tennessee Tech property. The policy and rule establish the priority of use, reasons for denial or limitations of use, rental requirements, and the application, agreement and payment processes necessary for rental of Tennessee Tech property. This policy governs the use of Tennessee Tech Property for reasons other than Official Tennessee Tech Purposes or free speech activity which are governed by TTU Policy 121(Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities) and TTU Policy 007(Free Speech on Campus).

Tennessee Technological University
Policy No. 122



Effective Date: July 1, 2019

Policy No.: 122

Policy Name: Rental of Tennessee Tech Property

I. Purpose

- A.** The purpose of this policy is to provide a uniform basis upon which Tennessee Tech can regulate and facilitate the rental of its Property.
- B.** This policy is intended to operate consistently with Tennessee Tech's educational and research purpose and mission through the implementation of reasonable and viewpoint-neutral restrictions related to rented Property.
- C.** This policy shall be implemented and construed so as to preserve the primacy of Tennessee Tech's educational and research purpose and mission, to protect the safety of persons and security of property, and to prevent the use of its Property contrary to federal or state laws, rules, regulations, or Tennessee Tech policies.

II. Review

This policy will be reviewed by the Vice President for Planning and Finance every four years or whenever circumstances require review, whichever is earlier, with recommendations presented to the Administrative Council, University Assembly, and Board of Trustees.

III. Scope

- A.** Except as provided in this section, this policy governs the use of Tennessee Tech Property for reasons other than Official Tennessee Tech Purposes.
- B.** Use of Tennessee Tech Property for Official Tennessee Tech Purposes or free speech activity is governed by TTU Policy 121 (Use of Tennessee Tech Property by Affiliated Users and for Free Speech Activities) and TTU Policy 007 (Free Speech on Campus).

IV. Definitions

- A.** "Official Tennessee Tech Purpose" – Use of Tennessee Tech Property by student groups/organizations, administrative offices, and/or departments for events, programs, activities, etc., that primarily support Tennessee Tech's purpose and mission and/or are planned primarily for members of the Tennessee Tech community.
- B.** "Renter" – A person or entity who has received the appropriate approvals and has received a fully executed agreement for the rental of Tennessee Tech Property.
- C.** "Tennessee Tech Property" or "Property" - All facilities and property owned, leased, or controlled by Tennessee Tech.

V. General Policy

- A. Tennessee Tech dedicates its Property primarily for use by its students and employees for purposes that promote its educational and research purpose and mission.
- B. Consistent with its purpose and mission, priority of use, and pursuant to this policy, Tennessee Tech may make certain portions of its Property available for rent to students, employees, or the public for purposes other than for Official Tennessee Tech Purposes.
- C. Tennessee Tech may, in its sole discretion, designate which Property is available for rental, establish rental rates for that Property, remove or add Property to the list of Property available for rental, and increase or decrease rental rates for such Property.
- D. Tennessee Tech may, in its sole discretion, deny or limit the use of any Property if:
 - 1. The requested Property has not been designated as available for rental;
 - 2. The requested Property has been previously reserved by another user or Renter with equal or higher priority;
 - 3. The requested Property is not available for rental during the time requested;
 - 4. The rental would be impractical due to scheduled usage prior to or following the requested rental;
 - 5. The applicant has knowingly provided inaccurate or false information in the rental application;
 - 6. The applicant or the applicant's invitees or guests violated federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies during a previous use;
 - 7. The use would constitute an immediate and actual danger to Tennessee Tech students and/or employees, or to the peace or security of Tennessee Tech that available law enforcement officials could not control with reasonable effort;
 - 8. The anticipated size or attendance of the activity or event exceeds building/fire codes, established safety standards, and/or the physical or other limitations of the Property;
 - 9. The anticipated nature or duration of the activity or event cannot be reasonably accommodated in the requested Property;

- 10.** The anticipated size and/or location of the activity or event would cause disruption or interference with normal Tennessee Tech activities, the educational use of other Property or services, or the flow of vehicular or pedestrian traffic;
 - 11.** The rental conflicts with existing Tennessee Tech contractual obligations;
 - 12.** Tennessee Tech does not have sufficient institutional resources available for the proposed use as determined by the appropriate Tennessee Tech official(s);
 - 13.** The rental would be contrary to federal or state law(s), rule(s), regulation(s) or Tennessee Tech policy or policies; or
 - 14.** Other extenuating circumstances exist that, in the sole determination of Tennessee Tech, prevent or limit rental of the Property.
- E.** Renter must abide by all terms and conditions stated in the rental agreement, in addition to any requirements in federal or state laws, rules, regulations, or in Tennessee Tech policies.

VI. Priority of Use and Frequency of Rental

- A.** The priority for use of Property is as follows:
- 1.** Athletics facilities:
 - a.** Intercollegiate athletic competition or practice;
 - b.** Approved camps;
 - c.** Credit and non-credit classes and programs;
 - d.** Tennessee Tech-sponsored activities;
 - e.** Use by students or student organizations; then
 - f.** All other requests for use.
 - 2.** All other Property:
 - a.** Credit and non-credit classes and programs;
 - b.** Tennessee Tech-sponsored activities;
 - c.** Use by students or student organizations; then
 - d.** All other requests for use.
- B.** Rental of Property is limited to:
- 1.** One-time only events; or
 - 2.** Short term, intermittent rental of Property, provided that
 - a.** Approval for repeated or intermittent rental of Property may not exceed six (6) months in length; and
 - b.** Such agreements may not be renewed or repeated until Tennessee Tech has received and approved a new application.

VII. Rental Requirements

- A. Renter and Renter's use of Property shall comply with federal and state laws, rules, regulations, and Tennessee Tech policies, including, but not limited to, applicable fire and safety codes and TTU Policy 120 (Minors on Campus).
- B. Use of Tennessee Tech Property is limited to the declared purpose in the rental agreement.
- C. Renter must comply with applicable Tennessee Tech contractual obligations, including but not limited to use of contracted dining services vendor, beverage pouring rights exclusivity, etc.
- D. Renter is solely responsible for ensuring that invitees and guests comply with federal and state laws, rules, regulations, and Tennessee Tech policies.
- E. Tennessee Tech may assign and charge for additional services that Tennessee Tech determines, in its sole discretion, are necessary for any event considering the event's nature, size, location, or anticipated attendance.
- F. To the extent allowed by federal or state law, Renter must agree to indemnify Tennessee Tech and hold it harmless from any and all liabilities arising out of Renter's use of Property, including, but not limited to, personal injury, property damage, court costs, attorney's fees, and any other damage, whether caused by Renter, invitees, guests, or by Renter's employees, agents, or contractors.
- G. Renter must provide, upon request, proof of insurance of the types and coverages determined by Tennessee Tech to be appropriate for the intended use. Tennessee Tech may, in its sole discretion, require Renter to include the State of Tennessee, the Tennessee Tech Board of Trustees, and/or Tennessee Tech as additionally insured entities on Renter's insurance policy.
- H. If requested, all persons on Property in conjunction with Renter's use shall provide adequate identification to appropriate officials and security personnel of Tennessee Tech. Persons who refuse to provide such identification may be subject to immediate removal from Tennessee Tech Property and/or arrest, as appropriate.
- I. Renters and their invitees and guests are restricted to the area(s) approved for their use.
- J. Renter may not have overnight access to or use of Property unless specifically requested and approved by Tennessee Tech in the rental agreement or other written agreement.
- K. Renter may not use Property to conduct profit-making activities unless specifically agreed upon in the rental agreement or in a separate agreement specifically addressing the profit-making activities.

- L.** Renter must return Property in the same condition it was in when made available to the Renter. Renter will be responsible for all expenses incurred by Tennessee Tech to remedy the condition of damaged Tennessee Tech Property.

VIII. Rental Fees

A. Category I Renter:

- 1.** Rental fee is waived but Category I Renter remains responsible for payment of all other costs to Tennessee Tech associated with the event. Such costs may include, but are not limited to, maintenance services, custodial services, security services, utilities, and audio-visual equipment.
- 2.** Category I Renters include:
 - a.** Public and private K-12 schools from Tennessee Tech's focus area for student recruitment;
 - b.** Other Tennessee public higher education institutions, provided such free use is reciprocated by the institution to Tennessee Tech; and
 - c.** Federal, state, and local governmental agencies, provided such free use is reciprocated by the agency to Tennessee Tech.

B. Category II Renter:

- 1.** Rental fee may be discounted by 50% unless Tennessee Tech, in its sole discretion, determines the request will require extensive use of Tennessee Tech resources.
- 2.** Category II Renter is responsible for payment of all costs to Tennessee Tech associated with event.
- 3.** Category II Renters include 501(c)(3) non-profit organizations that are not affiliated with Tennessee Tech. Proof of non-profit status is required as part of the application process.

C. Category III Renter:

- 1.** Rental is at published rate, as set by Tennessee Tech.
- 2.** Category III Renter is responsible for payment of all costs to Tennessee Tech associated with event.
- 3.** Category III includes any Renter that does not fall within Category I or II.

IX. Application and Agreement Process

- A.** All applicants must follow the application process as outlined in the Property rental application.

- B.** The Property rental agreement contains an estimate of charges based on the information provided in the application. This amount is subject to change if the actual conditions related to the event differ from those presented in the application and Renter is responsible for all such charges.
- C.** Rental of Tennessee Tech Property is not approved until Renter and Tennessee Tech have fully executed a rental agreement.

X. Payment by Renter

- A.** All rentals are subject to applicable rental fees and charges for required services, including, but not limited to, maintenance, custodial, utilities, set-up, audio-visual, and security.
- B.** If rental includes the use of Tennessee Tech equipment, Tennessee Tech may limit the operation of that equipment to Tennessee Tech employees and may assess an additional charge for the use of such equipment and for the associated labor.
- C.** Renter must make payment as described in the rental agreement.
- D.** Renter must make all payments to Tennessee Tech University. Renter shall not pay a Tennessee Tech employee for services rendered unless those services are delineated in the rental agreement and/or billed by the appropriate Tennessee Tech official.
- E.** Renter must agree to pay within thirty (30) days of receipt of invoice any additional charges assessed by Tennessee Tech.

XI. Penalties

Tennessee Tech may immediately terminate Renter's permission to use Tennessee Tech Property and may deny future requests for rental if Renter or Renter's invitees and guests violate any provision(s) of the rental agreement or any federal or state law, rule, regulation, or Tennessee Tech policy.

XII. Exceptions

The President or the Vice President for Planning and Finance may grant exceptions to this policy when, in his/her sole discretion, the requested exception is in furtherance of Tennessee Tech's educational and research purpose and mission.

XIII. Interpretation

The Vice President for Planning and Finance or designee has the final authority to interpret the terms of this policy.

XIV. Citation of Authority for Policy

Tennessee Tech Rule 0240-09-07; T.C.A. § 49-8-203(a)(1)(E)

Approved by:

Administrative Council: February 20, 2019

University Assembly:

Board of Trustees:

Department of State Division of Publications 312 Rosa L. Parks Ave., 8th Floor, Snodgrass/TN Tower Nashville, TN 37243 Phone: 615-741-2650 Email: publications.information@tn.gov	For Department of State Use Only Sequence Number: _____ Rule ID(s): _____ File Date: _____ Effective Date: _____
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Proposed Rule(s) Filing Form

Proposed rules are submitted pursuant to Tenn. Code Ann. §§ 4-5-202, 4-5-207, and 4-5-229 in lieu of a rulemaking hearing. It is the intent of the Agency to promulgate these rules without a rulemaking hearing unless a petition requesting such hearing is filed within ninety (90) days of the filing of the proposed rule with the Secretary of State. To be effective, the petition must be filed with the Agency and be signed by ten (10) persons who will be affected by the amendments, or submitted by a municipality which will be affected by the amendments, or an association of ten (10) or more members, or any standing committee of the General Assembly. The agency shall forward such petition to the Secretary of State.

Pursuant to Tenn. Code Ann. § 4-5-229, any new fee or fee increase promulgated by state agency rule shall take effect on July 1, following the expiration of the ninety (90) day period as provided in § 4-5-207. This section shall not apply to rules that implement new fees or fee increases that are promulgated as emergency rules pursuant to § 4-5-208(a) and to subsequent rules that make permanent such emergency rules, as amended during the rulemaking process. In addition, this section shall not apply to state agencies that did not, during the preceding two (2) fiscal years, collect fees in an amount sufficient to pay the cost of operating the board, commission or entity in accordance with § 4-29-121(b).

Agency/Board/Commission:	Tennessee Technological University
Division:	
Contact Person:	Dr. Claire Stinson, Vice President for Planning and Finance
Address:	1 William L. Jones Drive, Cookeville, TN
Zip:	38505
Phone:	931-372-3311
Email:	cstinson@tnstate.edu

Revision Type (check all that apply):

- Amendment
 New
 Repeal

Rule(s) (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please make sure that **ALL** new rule and repealed rule numbers are listed in the chart below. Please enter only **ONE** Rule Number/Rule Title per row)

Chapter Number	Chapter Title
0240-09-07	Rental of Tennessee Tech Property
Rule Number	Rule Title
0240-09-07-.01	Purpose and Implementation
0240-09-07-.02	Scope
0240-09-07-.03	Definitions
0240-09-07-.04	General Policy
0240-09-07-.05	Priority of Use and Frequency of Rental
0240-09-07-.06	Rental Requirements
0240-09-07-.07	Application and Agreement Process
0240-09-07-.08	Payment by Renter
0240-09-07-.09	Penalties
0240-09-07-.10	Exceptions

Rules
Of
Tennessee Technological University, Cookeville

Chapter 0240-09-07
Rental of Tennessee Tech Property

New Chapter

Table of Contents is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

- 0240-09-07-.01 Purpose and Implementation
- 0240-09-07-.02 Scope
- 0240-09-07-.03 Definitions
- 0240-09-07-.04 General Policy
- 0240-09-07-.05 Priority of Use and Frequency of Rental
- 0240-09-07-.06 Rental Requirements
- 0240-09-07-.07 Application and Agreement Process
- 0240-09-07-.08 Payment by Renter
- 0240-09-07-.09 Penalties
- 0240-09-07-.10 Exceptions

0240-09-07-.01 Purpose and Implementation is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.01 Purpose and Implementation

- (1) The purpose of this rule is to provide a uniform basis upon which Tennessee Tech can regulate and facilitate the rental of its Property.
- (2) This rule is intended to operate consistently with Tennessee Tech's educational and research purpose and mission through the implementation of reasonable and viewpoint-neutral restrictions related to rented Property.
- (3) This rule shall be implemented and construed so as to preserve the primacy of Tennessee Tech's educational and research purpose and mission, to protect the safety of persons and security of Property, and to prevent the use of Tennessee Tech's Property contrary to federal or state laws, rules, regulations, or Tennessee Tech policies.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.02 Scope is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.02 Scope

- (1) This rule does not apply to use of Tennessee Tech Property by affiliated users for Official Tennessee Tech Purposes or for free speech activities. Such use is subject to Tennessee Technological University Rules, Chapter 0240-09-06.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.03 Definitions is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.03 Definitions

- (1) Official Tennessee Tech Purpose: Use of Tennessee Tech Property by student groups/organizations, SS-7038 (October 2018)

administrative offices, and/or departments for events, programs, activities, etc. that primarily support Tennessee Tech's purpose and mission and/or are planned primarily for members of the Tennessee Tech community.

- (2) Renter: A person or entity who has received the appropriate approvals and has received a fully executed agreement for the rental of Tennessee Tech Property.
- (3) Tennessee Tech Property or Property: All facilities and property owned, leased, or controlled by Tennessee Tech.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.04 General Policy is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.04 General Policy

- (1) Tennessee Tech dedicates its Property primarily for use by its students and employees for purposes that promote its educational and research purpose and mission.
- (2) Consistent with its purpose and mission, priority of use, and pursuant to this rule, Tennessee Tech may make certain portions of its Property available for rent to students, employees, or the public for purposes other than for Official Tennessee Tech Purposes.
- (3) Tennessee Tech may establish and modify, in its sole discretion, rental fees and charges for use of Property and will publish those rates to the public.
- (4) Tennessee Tech may, in its sole discretion, deny or limit the use of any Property if:
 - (a) The requested Property has not been designated as available for rental;
 - (b) The requested Property has been previously reserved by another user or Renter with equal or higher priority;
 - (c) The requested Property is not available for rental during the time requested;
 - (d) The rental would be impractical due to scheduled usage prior to or following the requested rental;
 - (e) The applicant has knowingly provided inaccurate or false information in the rental application;
 - (f) The applicant or the applicant's invitees or guests violated federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies during a previous use;
 - (g) The use would constitute an immediate and actual danger to Tennessee Tech students and/or employees, or to the peace or security of Tennessee Tech that available law enforcement officials could not control with reasonable effort;
 - (h) The anticipated size or attendance of the activity or event exceeds building/fire codes, established safety standards, and/or the physical or other limitations of the Property;
 - (i) The anticipated nature or duration of the activity or event cannot be reasonably accommodated in the requested Property;
 - (j) The anticipated size and/or location of the activity or event would cause disruption or interference with normal Tennessee Tech activities, the educational use of other Property or services, or the flow of vehicular or pedestrian traffic;
 - (k) The rental conflicts with existing Tennessee Tech contractual obligations;

- (l) Tennessee Tech does not have sufficient institutional resources available for the proposed use as determined by the appropriate Tennessee Tech official(s);
 - (m) The rental would be contrary to federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies; or
 - (n) Other extenuating circumstances exist that, in the sole determination of Tennessee Tech, prevent or limit rental of the Property.
- (5) Renter must abide by all terms and conditions stated in the rental agreement, in addition to any requirements in federal or state laws, rules, regulations, or in Tennessee Tech policies.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.05 Priority of Use and Frequency of Rental is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.05 Priority of Use and Frequency of Rental

- (1) Tennessee Tech will establish priority of use of Property that is consistent with its educational and research purpose and mission.
- (2) Tennessee Tech may set reasonable limitations on the frequency of rental, intermittent rental, or repeated rental of Tennessee Tech Property.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.06 Rental Requirements is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.06 Rental Requirements

- (1) Renter and Renter's use of Property shall comply with federal and state laws, rules, regulations, and Tennessee Tech policies, including, but not limited to, applicable fire and safety codes and Tennessee Tech policies related to the safety of minors on campus.
- (2) Use of Tennessee Tech Property is limited to the declared purpose in the rental agreement.
- (3) Renters must comply with applicable Tennessee Tech contractual obligations, including but not limited to use of Tennessee Tech's contracted dining service vendor, beverage pouring rights exclusivity, etc.
- (4) Renter is solely responsible for ensuring that invitees and guests comply with federal and state laws, rules, regulations, and Tennessee Tech policies.
- (5) Tennessee Tech may assign and charge for additional services that Tennessee Tech determines, in its sole discretion, are necessary for any event considering the event's nature, size, location, or anticipated attendance.
- (6) To the extent allowed by federal or state law, Renter must agree to indemnify Tennessee Tech and hold it harmless from any and all liabilities arising out of Renter's use of Property, including, but not limited to, personal injury, property damage, court costs, attorney's fees, and any other damage, whether caused by Renter, invitees, guests, or by Renter's employees, agents, or contractors.
- (7) Renter must provide, upon request, proof of insurance of the types and coverages determined by Tennessee Tech to be appropriate for the intended use. Tennessee Tech may, in its sole discretion, require Renter to include the State of Tennessee, the Tennessee Tech Board of Trustees, and/or Tennessee Tech as additionally insured entities on Renter's insurance policy.

- (8) If requested, all persons on Property in conjunction with Renter's use shall provide adequate identification to appropriate officials and security personnel of Tennessee Tech. Persons who refuse to provide such identification may be subject to immediate removal from Tennessee Tech Property and/or arrest, as appropriate.
- (9) Renters and their invitees and guests are restricted to the area(s) approved for their use.
- (10) Renter may not have overnight access to or use of Property unless specifically requested and approved by Tennessee Tech in the rental agreement or other written agreement.
- (11) Renter may not use Property to conduct profit-making activities unless specifically agreed upon in the rental agreement or in a separate agreement specifically addressing the profit-making activities.
- (12) Renter must return Property in the same condition it was in when made available to the Renter. Renter will be responsible for all expenses incurred by Tennessee Tech to remedy the condition of damaged Tennessee Tech Property.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.07 Application and Agreement Process is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.07 Application and Agreement Process

- (1) Tennessee Tech will establish and publish an application process, which will result in an estimate of fees and charges for the rental of the requested Property.
- (2) Any such estimated amount is subject to change if the actual conditions related to the activity or event differ from those presented in the application. Renter will be responsible for all such charges.
- (3) Rental of Tennessee Tech Property is not approved until Renter and Tennessee Tech have fully executed a rental agreement.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.08 Payment by Renter is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.08 Payment by Renter

- (1) All rentals are subject to applicable rental fees and charges for required services, including, but not limited to, maintenance, custodial, utilities, set-up, audio-visual, and security.
- (2) If rental includes the use of Tennessee Tech equipment, Tennessee Tech may limit the operation of that equipment to Tennessee Tech employees and may assess an additional charge for the use of such equipment and for the associated labor.
- (3) Renter must make payment as described in the rental agreement.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.09 Penalties is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.09 Penalties

- (1) Tennessee Tech may immediately terminate Renter's permission to use Tennessee Tech Property and may deny future requests for rental if Renter or Renter's invitees or guests violate any provision of the rental agreement or any federal or state law, rule, regulation, or Tennessee Tech policy.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.10 Exceptions is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.10 Exceptions

- (1) The President or the President's designee may grant exceptions to this rule when, in his/her sole discretion, the requested exception is in furtherance of Tennessee Tech's educational and research purpose and mission.

Authority: T.C. A. § 49-8-203(a)(4)

* If a roll-call vote was necessary, the vote by the Agency on these rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Tom Jones					
Trudy Harper					
Melissa Geist					
Rhedona Rose					
Purna Saggurti					
Johnny Stites					
Teresa Vanhooser					
Barry Wilmore					

I certify that this is an accurate and complete copy of proposed rules, lawfully promulgated and adopted by the Tennessee Tech Board of Trustees on 03/21/2019, and is in compliance with the provisions of T.C.A. § 4-5-222. The Secretary of State is hereby instructed that, in the absence of a petition for proposed rules being filed under the conditions set out herein and in the locations described, he is to treat the proposed rules as being placed on file in his office as rules at the expiration of ninety (90) days of the filing of the proposed rule with the Secretary of State.

Date: _____

Signature: _____

Name of Officer: _____

Title of Officer: _____

Subscribed and sworn to before me on: _____

Notary Public Signature: _____

My commission expires on: _____

Agency/Board/Commission: _____

Rule Chapter Number(s): _____

All proposed rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Herbert H. Slatery III
Attorney General and Reporter

Date

Department of State Use Only

Filed with the Department of State on: _____

Effective on: _____

Tre Hargett
Secretary of State

Regulatory Flexibility Addendum

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process, all agencies shall conduct a review of whether a proposed rule or rule affects small business.

The rule is not anticipated to have an impact on small business.

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 “any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments.” (See Public Chapter Number 1070 (<http://publications.tnsosfiles.com/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

The rule is not anticipated to have an impact on local government.

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A)** A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

The rule establishes the general conditions and terms on which it will make its property available to the public for rent or for purposes unrelated to its education and research purpose and mission. Tennessee Tech has not previously promulgated a rule on this matter.

- (B)** A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

T.C.A. § 4-5-102(12)(A) defines a rule as "an agency regulation, standard, statement, or document of general applicability that [d]escribes the procedure or practice requirements of an agency." Tennessee Tech's statements related to rental of its property appear to fall within the terms of this definition.

- (C)** Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

Any person or entity that wishes to rent space on Tennessee Tech's property is affected by this rule. Because Tennessee Tech has had a similar policy in place since 2012, Tennessee Tech does not believe affected persons or individuals would urge rejection of the rule. The Tennessee Tech Board of Trustees urges adoption of this rule.

- (D)** Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule or the necessity to promulgate the rule;

None of which Tennessee Tech is aware.

- (E)** An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

No impact

- (F)** Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Dr. Claire Stinson, Vice President for Planning and Finance

- (G)** Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Dr. Claire Stinson, Vice President for Planning and Finance

- (H)** Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

1 William L. Jones Drive, Cookeville, TN 38505; 931-372-3311; cstinson@tnstate.edu

- (I) Any additional information relevant to the rule proposed for continuation that the committee requests.

N/A

Rules
Of
Tennessee Technological University, Cookeville

Chapter 0240-09-07
Rental of Tennessee Tech Property

New Chapter

Table of Contents is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

- 0240-09-07-.01 Purpose and Implementation
- 0240-09-07-.02 Scope
- 0240-09-07-.03 Definitions
- 0240-09-07-.04 General Policy
- 0240-09-07-.05 Priority of Use and Frequency of Rental
- 0240-09-07-.06 Rental Requirements
- 0240-09-07-.07 Application and Agreement Process
- 0240-09-07-.08 Payment by Renter
- 0240-09-07-.09 Penalties
- 0240-09-07-.10 Exceptions

0240-09-07-.01 Purpose and Implementation is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.01 Purpose and Implementation

- (1) The purpose of this rule is to provide a uniform basis upon which Tennessee Tech can regulate and facilitate the rental of its Property.
- (2) This rule is intended to operate consistently with Tennessee Tech's educational and research purpose and mission through the implementation of reasonable and viewpoint-neutral restrictions related to rented Property.
- (3) This rule shall be implemented and construed so as to preserve the primacy of Tennessee Tech's educational and research purpose and mission, to protect the safety of persons and security of Property, and to prevent the use of Tennessee Tech's Property contrary to federal or state laws, rules, regulations, or Tennessee Tech policies.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.02 Scope is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.02 Scope

- (1) This rule does not apply to use of Tennessee Tech Property by affiliated users for Official Tennessee Tech Purposes or for free speech activities. Such use is subject to Tennessee Technological University Rules, Chapter 0240-09-06.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.03 Definitions is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.03 Definitions

- (1) Official Tennessee Tech Purpose: Use of Tennessee Tech Property by student groups/organizations, administrative offices, and/or departments for events, programs, activities, etc. that primarily support

Tennessee Tech's purpose and mission and/or are planned primarily for members of the Tennessee Tech community.

- (2) Renter: A person or entity who has received the appropriate approvals and has received a fully executed agreement for the rental of Tennessee Tech Property.
- (3) Tennessee Tech Property or Property: All facilities and property owned, leased, or controlled by Tennessee Tech.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.04 General Policy is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.04 General Policy

- (1) Tennessee Tech dedicates its Property primarily for use by its students and employees for purposes that promote its educational and research purpose and mission.
- (2) Consistent with its purpose and mission, priority of use, and pursuant to this rule, Tennessee Tech may make certain portions of its Property available for rent to students, employees, or the public for purposes other than for Official Tennessee Tech Purposes.
- (3) Tennessee Tech may establish and modify, in its sole discretion, rental fees and charges for use of Property and will publish those rates to the public.
- (4) Tennessee Tech may, in its sole discretion, deny or limit the use of any Property if:
 - (a) The requested Property has not been designated as available for rental;
 - (b) The requested Property has been previously reserved by another user or Renter with equal or higher priority;
 - (c) The requested Property is not available for rental during the time requested;
 - (d) The rental would be impractical due to scheduled usage prior to or following the requested rental;
 - (e) The applicant has knowingly provided inaccurate or false information in the rental application;
 - (f) The applicant or the applicant's invitees or guests violated federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies during a previous use;
 - (g) The use would constitute an immediate and actual danger to Tennessee Tech students and/or employees, or to the peace or security of Tennessee Tech that available law enforcement officials could not control with reasonable effort;
 - (h) The anticipated size or attendance of the activity or event exceeds building/fire codes, established safety standards, and/or the physical or other limitations of the Property;
 - (i) The anticipated nature or duration of the activity or event cannot be reasonably accommodated in the requested Property;
 - (j) The anticipated size and/or location of the activity or event would cause disruption or interference with normal Tennessee Tech activities, the educational use of other Property or services, or the flow of vehicular or pedestrian traffic;
 - (k) The rental conflicts with existing Tennessee Tech contractual obligations;
 - (l) Tennessee Tech does not have sufficient institutional resources available for the proposed use as

determined by the appropriate Tennessee Tech official(s);

- (m) The rental would be contrary to federal or state law(s), rule(s), regulation(s), or Tennessee Tech policy or policies; or
- (n) Other extenuating circumstances exist that, in the sole determination of Tennessee Tech, prevent or limit rental of the Property.
- (5) Renter must abide by all terms and conditions stated in the rental agreement, in addition to any requirements in federal or state laws, rules, regulations, or in Tennessee Tech policies.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.05 Priority of Use and Frequency of Rental is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.05 Priority of Use and Frequency of Rental

- (1) Tennessee Tech will establish priority of use of Property that is consistent with its educational and research purpose and mission.
- (2) Tennessee Tech may set reasonable limitations on the frequency of rental, intermittent rental, or repeated rental of Tennessee Tech Property.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.06 Rental Requirements is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.06 Rental Requirements

- (1) Renter and Renter's use of Property shall comply with federal and state laws, rules, regulations, and Tennessee Tech policies, including, but not limited to, applicable fire and safety codes and Tennessee Tech policies related to the safety of minors on campus.
- (2) Use of Tennessee Tech Property is limited to the declared purpose in the rental agreement.
- (3) Renters must comply with applicable Tennessee Tech contractual obligations, including but not limited to use of Tennessee Tech's contracted dining service vendor, beverage pouring rights exclusivity, etc.
- (4) Renter is solely responsible for ensuring that invitees and guests comply with federal and state laws, rules, regulations, and Tennessee Tech policies.
- (5) Tennessee Tech may assign and charge for additional services that Tennessee Tech determines, in its sole discretion, are necessary for any event considering the event's nature, size, location, or anticipated attendance.
- (6) To the extent allowed by federal or state law, Renter must agree to indemnify Tennessee Tech and hold it harmless from any and all liabilities arising out of Renter's use of Property, including, but not limited to, personal injury, property damage, court costs, attorney's fees, and any other damage, whether caused by Renter, invitees, guests, or by Renter's employees, agents, or contractors.
- (7) Renter must provide, upon request, proof of insurance of the types and coverages determined by Tennessee Tech to be appropriate for the intended use. Tennessee Tech may, in its sole discretion, require Renter to include the State of Tennessee, the Tennessee Tech Board of Trustees, and/or Tennessee Tech as additionally insured entities on Renter's insurance policy.
- (8) If requested, all persons on Property in conjunction with Renter's use shall provide adequate identification

to appropriate officials and security personnel of Tennessee Tech. Persons who refuse to provide such identification may be subject to immediate removal from Tennessee Tech Property and/or arrest, as appropriate.

- (9) Renters and their invitees and guests are restricted to the area(s) approved for their use.
- (10) Renter may not have overnight access to or use of Property unless specifically requested and approved by Tennessee Tech in the rental agreement or other written agreement.
- (11) Renter may not use Property to conduct profit-making activities unless specifically agreed upon in the rental agreement or in a separate agreement specifically addressing the profit-making activities.
- (12) Renter must return Property in the same condition it was in when made available to the Renter. Renter will be responsible for all expenses incurred by Tennessee Tech to remedy the condition of damaged Tennessee Tech Property.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.07 Application and Agreement Process is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.07 Application and Agreement Process

- (1) Tennessee Tech will establish and publish an application process, which will result in an estimate of fees and charges for the rental of the requested Property.
- (2) Any such estimated amount is subject to change if the actual conditions related to the activity or event differ from those presented in the application. Renter will be responsible for all such charges.
- (3) Rental of Tennessee Tech Property is not approved until Renter and Tennessee Tech have fully executed a rental agreement.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.08 Payment by Renter is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.08 Payment by Renter

- (1) All rentals are subject to applicable rental fees and charges for required services, including, but not limited to, maintenance, custodial, utilities, set-up, audio-visual, and security.
- (2) If rental includes the use of Tennessee Tech equipment, Tennessee Tech may limit the operation of that equipment to Tennessee Tech employees and may assess an additional charge for the use of such equipment and for the associated labor.
- (3) Renter must make payment as described in the rental agreement.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.09 Penalties is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.09 Penalties

- (1) Tennessee Tech may immediately terminate Renter's permission to use Tennessee Tech Property and may deny future requests for rental if Renter or Renter's invitees or guests violate any provision of the rental agreement or any federal or state law, rule, regulation, or Tennessee Tech policy.

Authority: T.C. A. § 49-8-203(a)(4)

0240-09-07-.10 Exceptions is added to Chapter 0240-09-07 Rental of Tennessee Tech Property and shall read as follows:

0240-09-07-.10 Exceptions

- (1) The President or the President's designee may grant exceptions to this rule when, in his/her sole discretion, the requested exception is in furtherance of Tennessee Tech's educational and research purpose and mission.

Authority: T.C. A. § 49-8-203(a)(4)