

Comprehensive Standard 3.11.3 (Physical Facilities): The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission related activities.

"The institution offers three undergraduate degree programs and a number of master's degree programs at off-site locations including community colleges, K-12 schools, and a number of Tennessee Technology Centers. These facilities were not discussed in the report. The institution should provide evidence that it operates and maintains physical facilities that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities for all off-site locations where 50 percent or more of an academic program is offered." (Wheelan, Notification Letter, July 11, 2012).

Narrative:

I. Overview

The Fifth-Year report listed several degrees for which coursework is offered at sites other than the main Cookeville campus, the Appalachian Center for Craft, or the facilities operated by the School of Agriculture, all of which were covered in that report.

The other degrees in which a substantial portion of the required coursework (as much as 50%) is offered at sites with physical facilities maintained by TTU are:

- Upper-division courses leading to the Bachelor of Science in Multi-Disciplinary Studies, Human Learning (BSMDS-MDHL)
- Upper-division courses leading to the Bachelor of Science in Interdisciplinary Studies (BSIS)
- Courses leading to the Master's and Educational Specialist degrees in Instructional Leadership, Curriculum, and Reading.

The BS in MDS-MDHL is a 2+2 program offered by the TTU College of Education in partnership with several community colleges in the Tennessee Board of Regents system, and includes some online coursework. Likewise, the BSIS is comprised of general education courses offered by the host community college and a mix of classroom and online upper-division courses offered by TTU.

The Reading Specialist graduate degree is offered on campus and through the College's 2+2 program, with recent or current cohorts taking courses at both Mississippi State and Roane State

(Oak Ridge), and additional cohorts at Motlow State (McMinnville). The Instructional Leadership programs (MA and EdS) have declined in numbers significantly in the past several years because of state-level changes in teacher qualification standards, with only one class from the program of study offered at local schools or community college sites. The Curriculum and Educational Technology concentrations are offered online, but not off site.

To serve the needs of these educational programs and mission - related activities, TTU operates and maintains facilities at eight TBR community colleges or their branch campuses:

- Chattanooga State Community College
 - Center for Education and Human Services
- Motlow State Community College
 - Moore County (Lynchburg)
 - Warren County (McMinnville)
- Pellissippi State Community College
- Roane State Community College
 - Anderson County (Oak Ridge)
 - Cumberland County (Crossville)
 - Roane County (Harriman)
 - Scott County

II. Off-Site Facilities: Space, Equipment, and Operation

Each of these eight sites is staffed by regular TTU faculty teaching courses in at least one classroom per site designated for TTU use, and all but two are supported by a half-time administrative associate. These classrooms can accommodate 20-35 students, and at least one classroom at each site is equipped with the following technology:

- Macintosh Teaching Station (iMac) for presentations
- Document Camera (ELMO, e.g.)
- Interactive White Board with integrated video projector (i.e., Smart Board)
- 20 laptop carts (MacBooks) with integrated wireless router and printer
- 6 digital video/still cameras for multimedia projects
- Printers (toner and paper supplied by TTU funds)
- VCR/DVD player
- Speakers

This setup represents a standard at least equivalent to classrooms on the main TTU campus.

As described below, TTU and the participating community colleges have joined efforts to provide and maintain the facilities and resources that are necessary for students at off-site locations. Each campus has a formal agreement with TTU that specifies the responsibilities of each partner institution and the sharing of costs associated with the TTU programs on those sites. The agreement between TTU and Pellissippi State Community College (see Appendix) is representative of these agreements, which stipulate:

- TTU supplies and updates office and classroom furniture at all sites.
- TTU provides IT support at all sites, with additional support if needed from the host campus.
- The host institution provides routine custodial service.
- Students in TTU programs have the same full access to campus facilities (library, food services, bookstore, campus center, etc.) as students enrolled at the host institution.

All of the programs at off-site locations are eligible for the use of funds generated by the Technology Access Fee paid each semester by all TTU students. A recent campus-wide upgrade to the wired and wireless computer network has substantially expanded the capacity for off-campus access for students and faculty in online courses and remote learning sites. Each site has an annual operating budget that is coordinated by the TTU Office of Extended Programs.

The following is a detailed list of the facilities at each location listed above:

Chattanooga State, at the Center for Education & Human Services

- Two classrooms, seating 25-30 each; one equipped as listed above, with plans to equip the other similarly this summer
- Library, accommodating up to 75 for study and meetings
- Large office shared by two faculty
- Office for part-time secretary
- Small additional office/meeting space

Motlow State (Moore County)

- Two classrooms, each equipped as listed above; 35 and 25 seats, respectively
- Large office (formerly a classroom) shared by two faculty; also houses the student Learning Resource Center (LRC)

Motlow State (Warren County)

- Two classrooms, each equipped as listed above; 20-25 seats each
- Two private faculty offices
- Office area for part-time secretary (in the library)

Pellissippi State

- Two classrooms, equipped as listed above; 25 seats each, in portable building
- Faculty offices in one of the two classrooms, and in two rooms in a building adjacent to classroom building (four faculty total)
- Office shared by the site coordinator and part-time secretary

Roane State (Anderson County)

- Two classrooms, equipped as listed above; 25 seats each
- Faculty offices: one in a classroom, one shared by two faculty, one shared with part-time secretary
- Site coordinator's office which also serves as staff break room

Roane State (Cumberland County)

- Two classrooms, 25 seats each; one equipped as listed above, with plans to equip the other similarly this summer
- Faculty offices: one in a classroom, another in a private office
- Office for part-time secretary
- Office for Associate Director

Roane State (Roane County)

- One classroom, equipped as listed above; 25 seats
- Faculty office (for one faculty)
- Office for part-time secretary
- Additional office for meetings, etc.

Roane State (Scott County)

- One classroom, equipped as above; 20 seats
- Private offices for one faculty and site coordinator

III. Future Program – Bachelor of Science in Engineering Technology (BSET)

In Fall 2013, TTU will also begin offering a BS in Engineering Technology (BSET) through its existing partnership with Chattanooga State Community College and with the Volkswagen Corporation at the Volkswagen Academy in Chattanooga, a new \$40 million facility built in 2011 by the State of Tennessee. In this first semester, one TTU faculty member will teach three courses at the Academy, a 163,000 square foot facility with 19 classrooms and state-of-the-art equipment and resources for technical training. Other courses will be taught through various distance learning technologies. High-tech classrooms also simulate all the aspects of the manufacturing facility on a smaller scale to allow for hands-on training, including a machining

area, welding area, electricity lab, autotronics center, and automotive diagnostics area. The Academy is operated by the State of Tennessee for use by Chattanooga State, the University of Tennessee at Chattanooga, the Tennessee Technology Center, and Tennessee Tech University.

IV. Other sites

Courses are offered for TTU credit at these sites, but not a substantial part of any degree program:

- Cleveland State Community College
- Cookeville area recreation sites (Ironwood Golf Course, Cookeville Bowling Lanes, etc.)
- K-12 school systems at various locations throughout the TTU service area, Upper Cumberland, and surrounding region of Tennessee
- Tennessee Technology Center, Athens, TN
- Tennessee Technology Center, Hartsville, TN
- Tennessee Technology Center, Livingston, TN
- Tennessee Technology Center, McMinnville, TN
- Tennessee Technology Center, Shelbyville, TN
- Volunteer State Community College, Gallatin, TN

Appendix

MEMORANDUM OF AGREEMENT

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

AND

TENNESSEE TECHNOLOGICAL UNIVERSITY

As part of the continued effort to provide greater access to education, Pellissippi State Technical Community College (PSTCC) and Tennessee Technological University (TTU) agree to cooperatively provide educational programs for the PSTCC service area. Under the auspices of this agreement, institutions will provide the opportunity for students to earn credits toward the Associate, Baccalaureate, Master's and Educational Specialist degrees while taking classes at PSTCC.

This agreement specifies the nature of the services each institution will provide as a part of the instructional programs offered. The term of the agreement shall be from July 1, 2009, through June 30, 2013.

The following conditions are agreed upon by each institution:

1. PSTCC will offer all 1000 and 2000 level credit courses.
2. TTU will coordinate and offer upper division and graduate credit courses for TTU degrees.
3. Each institution will provide appropriate library holdings and services for their students. All holdings and services will be available to any student enrolled.
4. Each institution will collect maintenance fees for their respective courses.
5. Each institution will receive the FTE generated for their respective courses.
6. TTU will reimburse PSTCC for the following to enable TTU students to have access to PSTCC campus privileges:

- a. The PSTCC Campus Access Fee on a per student basis.
 - b. The PSTCC Student Recreation Center Fee on a per student basis.
 - c. Twenty-five percent of the PSTCC Technology Access Fee on a per student basis. TTU will purchase and maintain computers for faculty and staff, and purchase technology equipment for specialized courses such as the 21st Century Classroom course, and develop web-based materials. PSTCC will provide general-purpose computer labs for student use, connectivity to PSTCC data lines and computer network, and maintain and service computers for faculty, staff, and students. PSTCC will not maintain the Macintosh iBook computers.
 - d. Facilities rental at the rate of \$50 pre credit hour offered by TTU.
7. TTU will also be responsible for the following expenses as they may occur:
- a. Telephone line/s to the PSTCC campus
 - b. Data line/s to the PSTCC campus
 - c. Audio-visual and presentation equipment
 - d. Computers, printers, and data communication devices for faculty and staff
 - e. Furnishings for faculty and staff office space
 - f. The cost of any course specific rentals, labs, supplies, and equipment (e.g., 21st Century Classroom hardware, software, and related equipment and materials)
 - g. Salary, travel, and benefit costs for assigned faculty and staff.
8. PSTCC will be responsible for the following:
- a. Office space for TTU faculty and staff
 - b. Classroom space for all TTU classes

- c. General purpose computer labs for student use
 - d. Connectivity to PSTCC data lines, telephone lines, and computer network
 - e. Maintenance and service of computers for faculty, staff, and students, with the exception of specialized equipment such as the Macintosh iBook computers for the 21st Century Classroom.
9. This agreement may be modified only by written amendment executed by both parties.
 10. The annual liability of TTU under the terms and conditions of section six (6) of this agreement is estimated in Attachment A and shall not exceed \$20,000 annually.
 11. Either party may terminate this agreement by giving written notice to the other at least 30 days before the effective date of termination
 12. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation act of 1973, American Disabilities Act of 1990, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, disability, veteran status or national origin. Such action shall include, but not limit to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or

termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.

13. TTU's Vice President for Extended Programs and Regional Development/ Dean of the School of Interdisciplinary Studies will be consulted prior to any obligations, which would significantly impact the cost incurred by TTU.

IN WITNESS HEREOF, the parties cause this agreement to be executed.

Allen Edwards/RLK
President
Pellissippi State Community College

3-6-09
Date

Robert Bell
President
Tennessee Technological University

6/3/19
Date

[Signature]
Provost and Vice Pres. for Academic Affairs
Tennessee Technological University

3-28-09
Date

TENNESSEE BOARD OF REGENTS

Charles Manning/ms
Chancellor

Title

5-8-09
Date

[Signature]
Dean, School of Interdisciplinary Studies
And Extended Education

3/20/09
Date