Middle Tennessee State University
Board of Trustees
Fall Quarterly Meeting

Wednesday, September 18, 2019   MEC Meeting Room
1:00 p.m.   Miller Education Center
                                       503 East Bell Street
                                       Murfreesboro, Tennessee 37132

Middle Tennessee State University
Board of Trustees

Fall Quarterly Board Meeting

Wednesday, September 18, 2019
1:00 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Introduction of Student-Veteran

Welcome and Opening Remarks

Roll Call

1. Approval of New Academic Degree Program
    a. Bachelor of Science (B.S.) in Data Science
2. Approval of Policy Revision
    a. Policy 501 Residency Classification

1. 2020 Annual Audit Plan
2. Risk Assessment Reporting

    1. Policy Revisions
       a. Policy 101- Minors Participating in University-Sponsored Programs
          or Programs Using University Facilities
       b. Policy 620 – Campus Master Plans
         c. Policy 622 – Acquisition and Disposal of Real Property

Campus Safety – Chief Buddy Peaster

President's Report

Closing Remarks

Adjournment

**Middle Tennessee State University
Board of Trustees**

**Action Item
Voice Vote**

DATE: September 18, 2019

SUBJECT: **Election of Board of Trustees Chair and Vice Chair**

PRESENTER: Chairman Steve Smith

BACKGROUND INFORMATION:

Article 5 of the Bylaws of the Middle Tennessee State University Board of Trustees provides for the election of a Chair and a Vice Chair to serve as Officers of the Board. These officers shall be elected from among the voting membership of the Board by a majority of those present and voting. Each officer shall serve a two (2) year term until successors are elected or a vacancy occurs. The officers may be elected to consecutive terms without limitation.

Middle Tennessee State University
Board of Trustees

Action Item
Voice Vote

DATE: September 18, 2019

SUBJECT: **Minutes of June 18, 2019**
                                                        Summer Quarterly Board Meeting

PRESENTER: Chairman Steve Smith

BACKGROUND INFORMATION:

Approval of minutes of June 18, 2019 Summer Quarterly Board Meeting

MIDDLE TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

MINUTES

The Middle Tennessee State University Board of Trustees met on June 18, 2019, in the Miller Education Center Meeting Room at Middle Tennessee State University.

Call to Order and Pledge of Allegiance

Board Chair Steve Smith called the meeting to order at 1:00 p.m. Lt. Gen. Keith Huber was asked to lead the Pledge of Allegiance.

Introduction of Student Veteran

Gen. Huber introduced Marine Corps Sgt. Kwantisha Avila who served for 4 ½ years at San Diego. Her responsibility while there was to write and present award citations which require great attention to detail. These awards impact recipients' lives and advancements, as well as, providing recognition for duties well performed. She then was selected to go to the headquarters of the Inspector General of the Marine Corps, dealing with hotline complaints and inquiries from members of Congress. She continues to serve our nation as a Marine spouse; her husband is an active duty Marine. She serves in the Daniels Center as a student worker where she counsels, directs, and assists our veterans and their family members with the benefits they have earned and deserve. She is currently a sophomore at MTSU, majoring in Criminal Justice.

Welcome and Opening Remarks

Chairman Smith welcomed those present to the meeting of the Board of Trustees. He welcomed Dr. Mary Martin as the newest and second-ever Faculty Trustee. He invited her to become a member on any or all Board Committees. Dr. Sidney A. McPhee, President, also welcomed Professor Martin as the new Faculty Trustee.

1

Roll Call

The following trustees were in attendance: Andy Adams, J.B. Baker, Pete DeLay, Darrell Freeman, Sr., Joey Jacobs, Mary Martin, Stephen Smith, and Pamela Wright. A quorum was declared. Trustees Chris Karbowiak and Peyton Tracy were unable to attend. President Sidney A. McPhee; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, University Provost; Joe Bales, Vice President for University Advancement; Andrew Oppmann, Vice President for Marketing and Communications; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Success; Brenda Burkhart, Chief Audit Executive; Heidi Zimmerman, University Counsel and Board Secretary; and, Kim Edgar, Assistant to the President and Chief of Staff were also in attendance.

Approval of Minutes

The first agenda item was approval of minutes from the April 3, 2019 Board meeting. Trustee Delay made the motion to approve these minutes and Trustee Jacobs seconded the motion. A voice vote on the motion to approve the minutes of the April 3, 2019 Board meeting was taken and the motion carried unanimously.

Committee Report: Academic Affairs, Student Life, and Athletics

Committee Chair Pamela Wright gave the report from the May 29, 2019 meeting of the Academic Affairs, Student Life, and Athletics Committee. The meeting began with approval of the minutes from the March 18, 2019 Committee meeting. The Committee report contained three (3) action items to be considered and voted on by the Board, along with two (2) information items. Materials outlining the action items were made available for review prior to the Board meeting and were contained in the Board notebooks.

Approval of Tenure and/or Promotion – Action

Faculty members applied for tenure and/or promotion in September 2018 and were reviewed by their department chair/school director, department/school committee, college committee, and

2

college dean according to MTSU Policies 204 and 205, and their respective college and department policies. The President and University Provost recommended thirty-nine (39) faculty be granted tenure and seventy-five (75) faculty be promoted effective August 1, 2019. All recommended candidates were unanimously approved by the Committee, and were congratulated for their accomplishments.

Approval of Academic Degree under Consideration: Bachelor of Science (B.S.) in Public Writing and Rhetoric – Action

The Committee next considered a new academic degree program. This program would be a four-year interdisciplinary degree housed in the College of Liberal Arts. The degree will provide students with in-depth training in writing and rhetorical studies, preparing them for a range of writing-focused careers that involve analysis, creation, and editing of texts, as well as for graduate study. No such degree programs currently exist in Middle Tennessee. The program of study is designed to allow students to pursue electives, minors, and second majors in other departments and disciplines. It will be particularly attractive to students in disciplines that require strong writing skills such as the sciences, business, and more. The major would draw on the expertise of current faculty in departments such as English, Communication Studies, and Journalism. This new program was approved unanimously by the Committee.

Free Speech Center - Information

Ken Paulson, Dean of the College of Media and Entertainment, provided an overview of the establishment of the Free Speech Center. The Center's primary mission is one of public service, educating students and the public about the value of the First Amendment in a free society. The Center will be integrated into campus life and academics, fulfilling the University's stated mission to educate students so that they "understand the proper role of free expression and civic engagement in our society."

Student Complaints about Athletics Staff – Information

Student complaints concerning Athletics staff was the subject of public comment before the Board at its April 3, 2019, meeting. Dr. Sells reported that Dr. McPhee convened a committee of

3

Athletics, Student Affairs, and Legal staff to review the concerns brought before the Board. Dr. Sells said the committee has met twice and has determined deliverables for the end of August to address Athletics staff behavior and student athlete complaints. Dr. McPhee added that this is a proactive step, allowing for self-examination and for making improvements.

Rule Promulgation and Related Policy Revision: Rule 0240-07-05 Student Conduct and Policy 540 Student Conduct – Action

At the Committee meeting held on September 18, 2018, there was unanimous approval of proposed Rule 0240-07-05 Student Conduct and revisions to Policy 540 Student Conduct. The proposed rule and policy revisions require a separate motion and a roll call vote.

Motions

Chairman Smith asked for a motion to accept the proposed rule and policy revisions. The motion to approve Rule 0240-07-05 Student Conduct and revisions to Policy 540 Student Conduct was made by Trustee Freeman and seconded by Trustee Wright. A roll call vote was taken with eight aye votes; unanimous approval to approve Rule 0240-07-05 Student Conduct and revisions to Policy 540 Student Conduct.

A motion to approve all other action items recommended by the Committee was made by Trustee Freeman, seconded by Trustee Delay. A voice vote was taken and the remaining Committee action items were unanimously approved.

Committee Report: Audit and Compliance Committee

Trustee Adams provided the report for the Audit and Compliance Committee, which met on May 29, 2019. The only action item on the agenda was approval of the minutes from the Committee meeting held on April 3, 2019. The Committee report contained three (3) informational items.

4

Follow-up Review of President's Statement of Disclosure - Information

Information was provided that, for future reporting, the Tennessee Ethics Commission form concerning the President's annual statement of disclosure and confirmation would include an option that reads, "President-University governed by Board of Trustees"

Tennessee Small Business Development Center External Review - Information

An external review of the TNSBDC indicated that the Center is in compliance with the federal objectives of the SBDC program. There were no findings requiring attention.

Internal Audit Report - Information

A quarterly report was given with the results of the internal audit report. The public meeting of the Committee adjourned and the Committee went into executive session to discuss audits and investigations.

Committee Report: Finance and Personnel Committee

Committee Chair Joey Jacobs provided the report for the Finance and Personnel Committee, which met on May 29, 2019. The meeting began with approval of the minutes from the March 18, 2019 Committee meeting. The Committee report contained six (6) action items to be considered and voted on by the Board, along with one (1) information item. Materials outlining the action items were made available for review prior to the Board meeting and were contained in the Board notebooks.

MTSU Foundation Agreement - Action

At the previous Committee meeting, this item was deferred and a request was made for Mr. Bales to provide an overview of the relationship between the Foundation and the University. On April 3, 2019, Mr. Bales made a thorough presentation regarding this matter and on May 29, 2019, the Agreement was approved by the Committee.

5

Capital Outlay Project Submittal - Action

Bill Waits, Assistant Vice President for Campus Planning, shared information concerning the capital outlay project submittal. The proposed MTSU project for Fiscal Year 2020-2021 is the Applied Engineering Building. This building will provide labs, classroom, office space, and common space for the degree areas of Mechatronics Engineering and Engineering Technology.

Capital Disclosures Submittal – Information

Mr. Waits explained that MTSU plans to submit five (5) capital projects for disclosing, including improvements to the campus quadrangle, food service improvements, Floyd stadium stairs, tennis improvements, and renovations to the Smith Baseball club.

Capital Maintenance Projects Submittal - Action

Mr. Joe Whitefield, Assistant Vice President for Facilities Services, presented the capital maintenance project requests for the Fiscal Year 2020-2021. Capital maintenance requests for six projects for Fiscal Year 2020-21 total $10,050,000.

Tuition, Fees, and Housing Rates - Action

Mr. Thomas, provided a detailed overview of the proposals concerning tuition, fees, and housing rates for the upcoming academic year. In summary, the total impact of the combined increase in undergraduate tuition and mandatory fees is a 2.37% increase on students taking 15 hours, which complies with THEC's total guidance for a range between 0% to 2.5%. In evaluating the proposal, the Finance Committee reviewed materials containing tuition rates of other Tennessee public institutions, as well as, peer institutions and found that even with the proposed fee increase, MTSU ranked as very affordable in comparison. The Committee approved the increase.

T.C.A. § 49-7-1603 requires that public notice of proposed increases to tuition and mandatory fees charged to in-state undergraduate students be given at least fifteen (15) days prior to holding a public meeting to adopt the increases. A link from the University's homepage was made available on May 30 for individuals to provide comments during the 15-day period which ran

6

from May 30 to June 13 at 4:30 p.m. All public comments received were collected and included in the Board notebook for review and consideration. Committee Chair Jacobs expressed appreciation for the perspectives provided in the comments. He indicated that the Board has given careful consideration to the impact that any increase will have on students' affordability.

Operating Budgets: Estimated 2018-19 Budget and Proposed 2019-20 Budget - Action

Under the FOCUS Act, the Board is charged with approving the operating budget and setting the fiscal policies for the University. Mr. Thomas provided materials that showed the 2018-19 estimated budget and the 2019-20 proposed budget. The budgets were approved as presented.

Compensation - Action

The final item before the Committee was the request for approval to implement a 1% cost of living increase, effective July 1, 2019, from the 2% salary pool created from operating appropriations. A proposal for implementing market adjustments will be brought to the Committee at the August meeting. The proposal will include the remaining funds from the salary pool after the 1% cost of living increase, along with any additional funds provided from an increase in enrollment, in an attempt to substantially close the gap between actual employee salaries and 2014-15 CUPA salaries. The 1% cost of living increase, effective July 1, 2019, was approved by the Committee.

Chairman Smith asked Mr. Bales about the Board inquiry concerning an MTSU Board of Trustees member serving as an ex officio member on the Foundation Board. Mr. Bales responded that AGB and other peer institutions have similar programs that allow institutional board members to serve as ex-officio members of the institution's foundation board. He explained that this would require the MTSU Foundation Board to change its Bylaws, which they will discuss at their next meeting in September.

7

Motions

Trustee Delay made a motion to accept the Finance and Personnel Committee action items. Trustee Jacobs seconded the motion. A voice vote was taken and the motion to approve all action items from the Finance and Personnel Committee passed unanimously.

Ms. Zimmerman stated that it might be appropriate for the Board to make a formal motion concerning its request to the Foundation Board. Trustee Freeman made the motion that the Foundation Board consider a request to provide an ex officio spot on its board for one of the MTSU Board of Trustees, to be appointed by the institution board. Trustee Delay seconded this motion. A voice vote was taken and the motion passed.

Report of the Board Secretary

Ms. Zimmerman reported on one policy with a minor revision as shown on Page 253 of the materials. She further stated that the Public Records rule the Board approved at a prior meeting became effective June 2, and that the three rules approved at the last meeting of the Board are scheduled to become effective on August 15.

Chairman Smith asked if anyone asked to make public comment at today's meeting. Ms. Zimmerman responded that no one had made such a request.

Report of the President

Applications, Admissions, and Enrollment Update

Dr. McPhee reported that as of June 1, new freshman and new transfer enrollment and application numbers continue to be very strong. CUSTOMS orientation sessions are not only filled to capacity, but are literally overflowing. This summer, there will be 10 two-day CUSTOMS sessions for freshman and 8 one-day sessions for transfer students. New freshman applications have now topped 11,000 applications for the Fall of 2019, quickly approaching a record-breaking number. Nineteen percent (19%) more new freshmen have been admitted than at the same time last year. Transfer applications are up 6%, and just over 8% more new transfer students have been admitted than last year at this time. With CUSTOMS orientations underway, actual enrollment can now be tracked.

8

THEC recently released information regarding the first cohort of Tennessee Promise students transferring to four-year universities. Of all the LGI's and the UT system, MTSU is the number one choice of Tennessee Promise students transferring to a four-year institution. This is consistent with MTSU being the number one choice for students. Again, it appears that with new freshman enrollment, MTSU is on track for a significant increase in new freshman enrollment, perhaps as much as 8%. Dr. McPhee acknowledged the wonderful job being done by Dr. Sells and her staff with new freshman and new transfer student enrollment.

The new transfer student enrollment increased approximately 2% to 3%. Dr. McPhee explained that enrollment has two parts to it: incoming new freshman students being the lifeline of the University, but also the retention of students being a very significant part of the total enrollment at the University. He stated that there are many factors involved with retention and the staff is working very hard on that. There has been some improvement with retention rates, but life happens to many of the first-generation college students, particularly concerning financial and family issues. While there is only so much that can be controlled regarding retention, all of the academic units under the leadership of the Provost are working on retaining students.

Food Service Provider Contract

Recently, the process to seek a new contract for a campus food service provider was completed and the contract was awarded to Aramark. As part of the contract with Aramark, renovations are underway and will include major projects in two locations. A sushi location and an all-you-care-to-eat, locally-sourced fresh market venue will be added to the Student Union. Food service operations in the James Union Building will be enhanced by creating a new grill for students. There will also be a multi-use facility that will accommodate athletic training table meals. These are enhanced meals and pre-game meals for student-athletes during the academic year. This area can also be used as a study table location at night.

Multifactor Authentication and Increased Security System

9

In the area of information technology, in an effort to provide increased protection to students, faculty, and staff, MTSU is the first public university in Tennessee to require all students, faculty, and staff use a multifactor authentication to logon for access to internet and email. This is one of several initiatives in the area of cybersecurity being implemented by the University.

Work continues with increasing security camera coverage and capabilities. The server used for the security camera system is being upgraded. The campus security system now contains over 700 security cameras, some with very high definition capabilities, able to pick up license plate identification. Dr. McPhee stated that campus security is such an important area that for the past three years, the State has allocated additional appropriations for public universities to enhance the security of their campuses. MTSU has been a beneficiary of that support.

University Advancement

A total of $5.2 million in commitments has been secured for the new Concrete and Construction Management building that was designated as the number one LGI project in the 2019-2020 state budget. The project has been approved by the legislature and work will begin very shortly on that new building. Work is currently being completed on the new Academic Building that will house the Social Work, Psychology, and Criminal Justice departments.

A total of $2.2 million has been secured in new geo-mapping technologies and software for the Geosciences department.

Summer Reading Program and Convocation

The MTSU summer reading program uses the practice of a common reading to create a unifying intellectual experience for the entering class of freshmen. Dr. McPhee explained that the program was implemented during his second year as president. Since 2002, a committee of faculty and staff have chosen a single book with an exceptional message to share with incoming students, faculty, staff, and also, with great participation with the high schools and the Murfreesboro community. This tradition communicates the importance of reading and intellectual discussion as the basis for the academic community. This year, the book is, "Educated:

10

A Memoir" by Tara Westover. Each trustee was presented a copy of the book. Dr. McPhee stated that the book is an autobiography of a young woman raised in an isolated, survivalist family in Idaho. As a child, she never set foot in a school classroom, but worked hard to educate herself at home. At age 17, she made the decision to leave her family to enroll in college. Dr. McPhee shared that the book truly is an amazing story of how education transforms lives and he expressed the hope that the trustees will be part of the campus community reading experience. He also invited the trustees to the opening Convocation to be held on Saturday, August 24 at 5:00 p.m. All incoming freshmen, their parents and family members are invited to Convocation during which the author of the summer reading book speaks. Dr. McPhee stated that Convocation is one of the most important traditions on campus as it is the formal academic ceremony that welcomes students to campus. The Band of Blue will play, new students will take the True Blue pledge, and the keynote speaker will also be there to make a presentation. Student athletes representing all 17 sports, representatives of student organizations and student leadership also attend.

President's Report

Copies of the President's Report were provided to the trustees. The Report focuses on events occurring on campus and contains easy-to-read facts and updates.

Recognition of Faye Johnson

Dr. McPhee recognized Prof. Faye Johnson as an outstanding employee who made significant contributions to the University. Prof. Johnson is the Associate Professor for Strategic Planning and Partnership in the Provost's Office and is retiring from MTSU after 50 years of exemplary service. Prof. Johnson managed SACS accreditation for the University. Dr. McPhee noted that two years ago MTSU was one of the few universities that got through SACS review with zero recommendations or suggestions. Many of the programs and initiatives were highlighted at SACS' national meeting as examples for other institutions. Dr. McPhee thanked Prof. Johnson for her many years of excellent service.

11

Concluding Remarks

Chairman Smith thanked Trustee Baker for the suggestion of an MTSU Trustee lapel pin which Dr. McPhee implemented.

Chairman Smith announced he will host a half-day retreat and a meal with University officials on August 1 at his home.

Chairman Smith expressed his thanks to everyone who assisted in putting on the meeting. He indicated that the next Board meeting would be held September 18.

Adjournment

Chairman Smith adjourned the meeting at 1:43 p.m.

Respectfully Submitted,

Heidi Zimmerman

Board Secretary

12

**Middle Tennessee State University
Board of Trustees**

MEETING: Fall Quarterly Board Meeting

SUBJECT: **Academic Affairs, Student Life, and
Athletics Committee**

DATE: September 18, 2019

PRESENTER: Pam Wright
Committee Chair

- Approval of New Academic Degree Program
    a. Bachelor of Science (B.S.) in Data Science

- Approval of Policy Revision
    a. Policy 501 Residency Classification

**Middle Tennessee State University
Board of Trustees**

**Action Item
Voice Vote**

MEETING: Fall Quarterly Board Meeting

DATE: September 18, 2019

SUBJECT: **Approval of New Academic Degree Program**

BACKGROUND INFORMATION:

THEC has the statutory responsibility to review and approve new academic programs (THEC Policy A 1.0).

Before submission to THEC, the proposal for a new academic program must be approved by the MTSU Board of Trustees.

The proposal to create a Bachelor of Science in Data Science is attached for review and approval.

NEW ACADEMIC PROGRAM PROPOSAL
B.S. in Data Science

August 2019
Table of Contents

LETTER OF NOTIFICATION

Proposed Program Name: Data

Science

Proposed Degree Designation:

Bachelor of Science (B.S.)

Proposed CIP Code:

11.0802 - Data Modeling/Warehousing and Database Administration.

Definition: A program that prepares individuals to design and manage the construction of databases and related software programs and applications, including the linking of individual data sets to create complex searchable databases (warehousing) and the use of analytical search tools (mining). Includes instruction in database theory, logic, and semantics; operational and warehouse modeling; dimensionality; attributes and hierarchies; data definition; technical architecture; access and security design; integration; formatting and extraction; data delivery; index design; implementation problems; planning and budgeting; and client and networking issues.

Proposed implementation date:

Fall 2020

Academic Program Liaison (APL) name and contact information:

Dr. Peter H. Cunningham
Vice Provost for Academic Programs
Middle Tennessee State University
Cope Administration Building, Rm:111
Murfreesboro, TN 37132
Office: 615-494-7611
Email: Peter.Cunningham@mtsu.edu

Background concerning academic program development:

An interdisciplinary group including Computer Science, Math, Information Systems & Analytics, and Economics and Finance was created to identify possible programs in Data Science. Based on in-depth analysis and several meetings, the committee chose to pursue a Data Science undergraduate degree. Strengths were identified across campus and by bringing in the best components of Data Science from all disciplines, along with a few new courses, this new interdisciplinary program will be a good example of how individuals from across campus can work together to create innovative and needed programs.

Purpose and Nature of Program:

We propose a program of study leading to a Bachelor of Science degree in Data Science. Data Science is an interdisciplinary field that covers the use of data to make decisions, gain insight, or develop knowledge. Publications like Forbes and sites like LinkedIn[1] predict that data science will be one of the fastest-growing fields in terms of job availability in the next few years. This program will attract not only traditional but also adult learners to MTSU.

MTSU's growing experience with creating and running interdisciplinary programs makes this university the natural home for this program. Data scientists combine skills from computer science, statistics, and business analytics. Students will learn to start from a business understanding of the question at hand, using it to inform an understanding of the data available. Then they will learn to use skills in the preparation and display of data and in the modeling of data to evaluate the issue at hand. Finally, they will learn skills to deploy the model they created in order to ensure that it is widely used. Students will end their time at MTSU with either a capstone project or an internship, which will allow them to follow the process of data science in a real-world setting and will ensure that they have a portfolio of work to show prospective employers.

Alignment with state master plan and institutional mission:

The Master Plan for Tennessee Postsecondary Education 2015-2025 calls for a statewide strategic development of higher education programs that increases the educational attainment levels of Tennesseans; addresses the state's economic development, workforce development, and research needs; and calls for institutional mission differentiation to realize statewide efficiencies through institutional collaboration, minimized redundancy, a focus on location, and research.

The proposed Data Science degree meets the State Master Plan in the following ways:

- *Creates an undergraduate degree program and associated curriculum that focuses on one of Tennessee's largest economic growth sectors: data science.*

According to a recent report, between April 2017 to April 2018 there were 2,400 jobs openings in data science and related roles in the middle Tennessee region. Which equates to one job opening for every current filled data science role, which means about 50% of all data science related jobs are filled within the region[2].

In an article in the Tennessean, by Chief Data Scientist from Asurion, Faker Zouaoui (November 17, 2018), "As a first step in addressing the talent shortage, we must better align our primary, secondary and higher education initiatives"[3] . The shortage of talent is real and although there are opportunities within companies and at the graduate level, one of the missing areas of education is the undergraduate level.

The need for individuals in Data Science will continue to grow and the opportunity to reach Tennesseans earlier in their career is key to meeting these needs. It is not good enough to find adult learners only. Students in K-12 will look for opportunities within higher education and an undergraduate degree in Data Science will attract highly motivated and quant-minded individuals.

- *Provides Tennesseans with the opportunity to prepare for careers in and be part of a growing and sustained workforce in data science.*

  Based on projections for job growth from 2017 to 2022 for all technology related jobs, Computer and Information Research Scientists will grow 30% with a median salary of $85,743, Statisticians will grow by 18% with a median salary of 60,969, and several other job titles (six) that include "analyst" (normally an entry level position for data science) will increase by at least 10% with median salaries around $70,000[4]. Therefore, the demand and pay will continue to be attractive to prospective individuals looking to enter a technology related career.

The Proposed Data Science degree also aligns with the mission of Middle Tennessee State University as expressed in the goals of the university's Academic Master Plan[5], which looks to:
   I.   advance academic quality through excellence in teaching, scholarship, and service and the celebration of MTSU's strengths
   II. promote student success and individual responsibility for accomplishments through a community dedicated to student-centered learning
   III. develop purposeful and sustainable partnering relationships and outreach

- *MTSU will advance academic Quality through excellence in teaching, scholarship, and service and the celebration of MTSU's strengths:*

  A degree in Data Science brings a unique interdisciplinary approach to education that includes courses and faculty from several departments. The diversity of faculty and programs is a strength of MTSU and by combining these resources into a new degree, it leverages the strengths of MTSU by bringing the best of all areas together.

- *MTSU will promote student success and individual responsibility for accomplishments through a community dedicated to student-centered learning:*

  Through an interdisciplinary approach to the curriculum, students will have the opportunity to select a specialization and minor that best fits their expected interests. It is not assumed that data science fits into one industry, such as healthcare or finance. It instead embraces the need to analyze data in every industry, thus giving students the opportunity to be exposed to more than a discipline of Data Science.

- *MTSU will develop purposeful and sustainable partnering relationships and outreach:*

  With the creation of Data Science Institute at MTSU, which focuses on research and external partnerships, this degree will be a feeder system for getting students actively involved with external projects and research. This will include opportunities for consulting, research grants, data hackathons, and analysis of data for the good of the community.

Institutional capacity to deliver the proposed academic program:

This is an interdisciplinary program which will involve departments in the College of Business and the College of Basic and Applied Sciences. Except for the five newly proposed DATA courses, all the courses that are a required part of this program are already offered frequently. A few of these courses are at capacity now, so adding new students to these courses will require hiring new faculty. These hires are accounted for in the budget, see Appendix A.

Existing programs offered at public and private Tennessee institutions:

Lipscomb University, a private institution in Tennessee, is currently the only one with a baccalaureate degree program in Data Science. Tennessee Tech and the University of Tennessee at Chattanooga offer concentrations in data science through programs in their engineering colleges. The University of Tennessee at Knoxville and T.S.U. offer a concentration in "business data analytics" which has some overlap with a data science program. Maryville College and Western Kentucky offer degrees in Business Analytics.

Program Feasibility:

A comprehensive study of the feasibility of offering a baccalaureate degree in Data Science was conducted by the MTSU Business and Economic Research Center (BERC) during fall 2018. The final report for the study is attached as Appendix C. Pertinent findings are provided below.

Student interest for the proposed academic program.

Student interest was examined from four perspectives: national trends, state experience, local interest and "feeder" institutions, and surveys of current MTSU students.

National Trends: Data Science is new enough that the number of undergraduate degrees being awarded in it is not yet being tracked. We thus make use of the degrees being awarded in the broader disciplines that include data sciences. These broader disciplines we define as those of the NCED CIP codes under which data science programs are currently identifying themselves. As shown in Figure 1 of the Feasibility Study (See Appendix C), the trend in degrees awarded in the combined seven CIP codes used by almost all data science programs is positive. 2015 is the last year for which data is available.

Evidence from Tennessee: The number of degree programs in data sciences is growing rather dramatically[6]. So fast, in fact, that an accurate count is very difficult. The website "data science community" lists forty-three bachelors programs in data science[7]. However, we know of a number of institutions that are not on its list, so the true number is higher. The very first of these programs dates only from 2013. So even using forty-three as a reliable number, the speed with which data science programs are being initiated is astounding, closing in on ten a year.

Currently, in Tennessee the only data science B.S. program is at Lipscomb University. Tennessee Tech and the University of Tennessee at Chattanooga offer concentrations in data science through programs in their engineering colleges. The University of Tennessee at Knoxville and T.S.U. offer a concentration in "business data analytics" which has some overlap with a data science program. Maryville College and Western Kentucky offer degrees in Business Analytics. The primary difference between business analytics and a data science program is the former's inclusion of "classic" business skills such as accounting vs. the latter's greater emphasis on data management, big data, and software/programming skills.

Because no university program in the U.S. has existed for more than six years, comprehensive information on the popularity of these programs is scant. So, we proxied for this in two ways. First, the College of Charleston, the first university to offer a program in Data Science, grew from 29 full-time majors in 2013 to 41 full-time majors in 2018. Because it is a much smaller school than MTSU, the expectation from Charleston's experience would be 70 MTSU majors at year five of the program. Almost all other programs are less than four years old. Most are just one or two years old. Based on numbers from eight programs—essentially all that was available—we can show a steady rise in majors over the first three years of any program, the median increases from 11 to 34 over that time frame. None of the programs we examined saw a fall in majors after the first or second years (for more detailed analysis, please see Figure 2 in the Feasibility Report). Iowa State University commenced its Data Science major this fall. In its program proposal it estimated a first-year population of 15 with the number of majors rising to 40 by year six[8]. The University of North Carolina/Charlotte will begin its major in the fall of 2019. In its letter of intent, though it does not estimate a specific number, it concludes "student demand for the proposed BS in Data Science will be robust[9]."

A final metric that we might use is the experience of similar Masters programs. There are a number of Business Analytics masters programs that have been established recently. (We noted above that at the undergraduate level business analytics shares commonalities with Data Sciences, though they are not the same thing.) The UNC/Charlotte document cited above notes that its masters programs has reached enrollment capacity five years after it was inaugurated. MTSU's Business Intelligence and Analytics program was launched in 2015. Since then its enrollment has risen from two to twenty-seven graduate students. The increasing demand for master's degrees in this subject supports the sense that this is field of study in the midst of growing student interest.

MTSU Survey: In late October 2018 a survey of interest in Data Science was delivered to 371 MTSU undergraduates in computer science, engineering, information systems, and math/statistics courses. Students in thirty different majors responded to the survey, though of course the majority were in these four areas. Students were asked how likely they would have considered majoring Data Science had the major existed when they began at MTSU and how likely they would now consider this major if were to be available. The students were also asked to rank order their interest in Data Science topics, and to express an opinion about the importance of having a Data Science major at MTSU.

Figure 3 of the Feasibility Report summarizes the key results. Of the 208 juniors and seniors that completed the survey, sixty-four (31 percent) indicated they would have been "likely" or "very likely" to major in Data Science if it was available when they arrived at MTSU. A follow-up question that looks if a student was likely to change their major if a Data Science major was available today (seniors were excluded since it can be assumed that they are too far along in their major to change), twenty-eight percent (85/308) said they would be "likely" or "very likely" to major in Data Science.

Particularly striking are the 120 responses from students not currently majoring in computer science, engineering, information systems, or math/statistics. Ten of these students indicated they were "very likely" to become Data Science majors, and another 26 "likely." That is thirty percent of these respondents. This may be indicative of significant interest in this major outside its most closely cognate fields.

If but twenty percent of those surveyed that expressed a definite interest in the major followed through on their expression and not a single of MTSU's other 19,000 students opted to also major in Data Science, the first year of the program would have seventeen students, roughly the average of the first year of this major at other universities. However, it is far more realistic to consider this the low estimate of first year majors. Thirty percent of non-closely cognate majors taking this survey indicated they would be likely or very likely to major in this subject. If but 1 out of 100 from this group across the campus feels similarly, that is 54 majors. To which, if we add our prior group, we would have 71 first year majors. We might consider this a medium to high estimate for the first year.

We have analyzed enrollment, and to the extent possible, degree trends in Data Science. The findings are consistent. The number of degrees awarded are rising. The number of majors are rising. The numbers of programs are rising. Student interest at MTSU appears to be substantial. There is every reason to expect a significant number of students to be attracted to, and to choose to major in, a Data Science program at MTSU. Acknowledging the difficulties of estimating a specific number, given the sparseness and brevity of the data we have, we have given what we think are realistic estimates of the initial size of the program.

Local and regional need/demand for the proposed academic program.
At the state level, both THEC and the Tennessee Department of Economic and Community Development project employment trends. The ECD lists thirteen of the eighteen occupations in SOC code 15 (Computer and Mathematical) as in "high employer demand in 1 or more regions[10]." It also notes that STEM related employment in Tennessee will grow 1.5 times as fast as overall employment growth. THEC's 2018 report on workforce needs similarly finds that employer demand outstrips supply in "Web/Multimedia Management, Programming," cluster (code 11.34), the cluster into which it places most of our relevant CIP codes[11]. It estimates that annually 380 more positions are available in this cluster than there are applicants to fill them.
The state's Department of Labor and Workforce Development identifies each of the SOC codes we are examining as having a "bright outlook statewide[12]." As of December 2018, the Department showed 266 applicants for 309 positions in these occupations.

Employer need/demand

All the CIP Codes used to designate data science programs are designated STEM fields. As is true of most STEM programs, demand for graduates is strong. The 2018 Jobs Rated Almanac lists "Data Scientist" as seventh best among 220 rated occupations, with a 19 percent projected growth in jobs through 2022[13]. Glassdoor, a large job recruiting site that similarly ranks occupations, lists "Data Scientist" first among its top fifty professions based upon job openings, salaries, and job satisfaction. 23,321 data scientist jobs were listed on its website during the month of November, 2018[14]. A more specific study jointly undertaken by IBM, the software consulting firm BurningGlass, and the Business Higher Education Forum, estimated a twenty-eight percent growth in Data Scientists between 2016 and 2020[15]. These projected growth rates far exceed the expected 7.4 percent increase in total American employment from 2016-2026. These sources agree that data science will be among the strongest growing occupations for some time. Indeed, an article in the Harvard Business Review was titled "Data Scientist: The Sexiest Job of the 21st Century[16]."

Future sustainable need/demand as evidenced in letters from employers.

See Appendix D

Program Costs/Revenues:

This degree will not require special facilities or equipment. MTSU already offers many of the Data Science courses and has full-time faculty qualified to instruct and lead this program. Core courses will be included from Math, Computer Science, Economics and Finance, and Information Systems & Analytics. Although we have the expertise on campus to offer the needed classes, we do expect that additional faculty will be needed to offer additional sections of classes. We have budgeted for additional full-time and adjunct faculty during the first five years of the proposed program to ensure the implementation of a high-quality program that will meet the projected demand.

Also, since this is an interdisciplinary degree program, we do not expect that it will be housed directly in one department. Therefore, administrative costs were also considered as part of this proposal.

A complete accounting of one-time and recurring costs, as well as revenue projections are provided in Appendix A (THEC Financial Projections Form). Expenses include salaries for additional full-time and adjunct faculty as the program grows as well as funds to support recruitment and program promotion during and after implementation. With the exception of the planning year, the proposed degree will be funded entirely through tuition and fee revenue. For purposes of this Letter of Notification, we have calculated tuition and fee revenue based on a conservative enrollment projection and have used a 3 percent annual increase for recurring expenses as well as for tuition.

Sources

[1] Louis Columbus. 2017. "LinkedIn's Fastest-Growing Jobs Today Are In Data Science And Machine Learning". https://www.forbes.com/sites/louiscolumbus/2017/12/11/linkedins-fastest-growing-jobs-today-are-in-data-science-machine-learning/#7f86e0a51bd9

[2] Amy Harris. 2018 "2018 State of Middle Tennessee Tech". https://bw-98d8a23fd60826a2a474c5b4f5811707-bwcore.s3.amazonaws.com/photos/MT-Tech-Workforce-2018.pdf

[3] Faker Zouaoui. 2018. "Are you a data scientist? Nashville needs you." Tennessean. https://www.tennessean.com/story/opinion/2018/11/17/nashville-data-scientist-jobs-available-taking- opinion/2012522002/

[4] Economic Modeling Specialists International. https://www.economicmodeling.com. Accessed on 12/28/2018.

[5] "MTSU – Reach for Distinction – The Academic Master Plan, 2015 to 2025". https://www.mtsu.edu/AMP/docs/MTSUAcademicMasterPlan.pdf

[6] Emily Tate. 2017. "Data Analytic Programs Take Off," Insidehighered.com. https://www.insidehighered.com/digital-learning/article/2017/03/15/data-analytics-programs- takingcolleges

[7] http://datascience.community/colleges. Accessed November 29, 2018.

[8] http://www.facsen.iastate.edu/sites/default/files/uploads/17-18%20Docket%20Calendar/S17-6%20-

%20Data%20Science%20Major.pdf

[9] 9https://provost.uncc.edu/sites/provost.uncc.edu/files/media/LOI-Data-Science-BS.pdf

[10] Center for Economic Research in Tennessee. LEAP 2018 Occupational Analysis. Tennessee Department of Economic and Community Development.

[11] Academic Supply and Occupational Demand in Tennessee: Workforce Needs and Award Production. 2018. Tennessee Higher Education Commission. https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/supplydemand/Academic%20Supply%20and%20Occupational%20Demand%20-%20Final.pdf

[12] 19Jobs4tn website: https://www.jobs4tn.gov/vosnet/analyzer/drill/drill.aspx?tab=code&session=occdetail&value Name=occu pation. Accessed December 3, 2018.

[13] CareerCast, https://www.careercast.com/jobs-rated/2018-best-jobs?page=6. Accessed December 3,

2018.

[14] Glassdoor, https://www.glassdoor.com/List/Best-Jobs-in-America-LST_KQ0,20.htm. Accessed December 3, 2018.

[15] Will Markow, Soumya Braganza, Bledi Taska, The Quant Crunch: How the Demand for Data Science Skills is Disrupting the Job Market. 2017. https://www-01.ibm.com/common/ssi/cgibin/ssialias?htmlfid=IML14576USEN&

[16] Thomas H. Davenport and D.J. Patil. 2012. Harvard Business Review. (October). https://hbr.org/2012/10/data-scientist-the-sexiest-job-of-the-21st-century.

Implementation Timeline: Provide a timeline which includes the following items:

- Accreditation considerations for professional disciplinary accreditation organizations and/or SACSCOC, if applicable

  There is no disciplinary accrediting body for this program and SACSCOC does not require a site visit as this is not a substantive change from our currently accredited academic offerings.

- Proposed dates for the external judgment site visit

  We propose that the external review take place during late June or during July, 2019.

- Estimated date of submission of the external review report to THEC and the institution (within 30 days after the site visit)

  Assuming a site visit no later than mid-July, we estimate the external review report by mid-August, 2019.

- Estimated date of institution's response to external review (within 30 days upon receipt of external reviewer report)

  We expect to provide a response to the external review report within two weeks of receipt. For planning purposes, this would be sometime between mid-August and the beginning of September, 2019.

- Proposed date of the institutional governing board meeting the new academic program would be considered for approval

  September 18, 2019

- Proposed date of the THEC meeting for the academic program to be considered for Commission approval. *(2019 Commission Meetings: January 25, 2019; May 17, 2019; July 25, 2019; and November 7, 2019)*

  November 7, 2019

CURRICULUM - An adequately structured curriculum which meets the stated objectives of the academic program, and reflects breadth, depth, theory and practice appropriate to the discipline and the level of the degree. The curriculum should be compatible with disciplinary accreditation, where applicable, and meet the criteria for the general education core as well as articulation and transfer.

Program Learning Outcomes: The proposed curriculum is designed to provide the data science student opportunities to gain experience with multiple sub-disciplines within the field of data science. At the completion of the program of study

- Students will be competent computer programmers and will be familiar with more than one computer programming language.
- Students will understand the mathematical and statistical background underpinning the work of a data scientist.
- Students will have experience constructing and using databases.
- Students will be familiar with the main concepts of machine learning and its application to data.
- Students will have experience with data management.
- Students will have experience modeling solutions based on data.

- Students will have experience with business intelligence tools that aid in the presentation of data.
- Students will be familiar with an ethical framework for the use of data to address important questions

Program Requirements – *Include the minimum number of SCH overall, required curriculum, (course prefix and number, title, SCH) and any special requirements including theses, internships.*

General Education: 41 credits		
Data Science Major: 40 credits		
MATH 1530*, MATH 2050, or BIA 2610	Statistics	3 credits
MATH 1910*	Calculus I	4 credits
MATH 2110	Data Analysis (R programming)	1 credit
MATH 2530	Applied Statistics II	3 credits
BIA 3620/3621	Introduction to Business Analytics	3 credits
INFS 4790	Database Design and Development	3 credits
CSCI 1170	Computer Science I	4 credits
CSCI 2170	Computer Science II	4 credits
ECON 2410*	Principles of Economics, Macroeconomics	3 credits
DATA 1500	Introduction to Data Science	3 credits
DATA 3500**	Data Cleansing and Feature Engineering	3 credits
DATA 3550	Applied Predictive Modeling	3 credits
DATA 4950**	Data Science Capstone	3 credits

Data Science Track: 24 credits		
Inferential Thinking *Required Courses*	**Business Intelligence** *Required Courses*	**Machine Learning** *Required Courses*
MATH 2010 Elements of Linear Algebra	BIA 4010 Business Analytics and Visualization	CSCI 3080 Discrete Structures
STAT 4360 Regression Analysis	BIA/INFS 3470 Python for Business Applications	CSCI 3110 Algorithms and Data Structures
STAT 4380 Experimental Design	STAT 4700 Analysis of Large-Scale Data Sets	CSCI 4350 Introduction to Artificial Intelligence
STAT 4700 Analysis of Large-Scale Data Sets	INFS 4900 Business Data Communications	CSCI 4850 Neural Networks

Data Science Track Electives:		
Students will complete Track requirements by selecting from the following or from courses in a different track		
CSCI 3130	Assembly and Computer Organization	4 credits
CSCI 3240	Introduction to Computer Systems	3 credits
CSCI 4330	Parallel Processing Concepts	3 credits
ECON 2420	* Principles of Economics, Micro	3 credits
ECON 4620	Econometrics and Forecasting	3 credits
STAT 4600 OR ACSI 4600	Problems in Statistics or Problems in Actuarial Science[A]	3 credits
CSCI 4300 -	Data Communication and Networks	3 credits
DATA 4500	Data Science Internship[A] **	3 credits
Electives (A minor is strongly encouraged)		**15 credits[B]**
TOTAL		**120 credits**

* This course also meets General Education requirements   ** New courses specifically for the Data Science program
[A] Classes are either internship of independent study courses, which vary based on the project or internship.
[B] Note: Students may have up to 21 elective hours if MATH 1910 and ECON 2410 are taken for Gen Ed. .

Current Courses and Existing Programs- *List current courses and existing institutional programs which will give strength to the proposed program.*

All of the courses listed in the curriculum with MATH, CSCI, ECON, INFS, and BIA prefixes already exist and are offered regularly at MTSU.

New Courses Needed- *List any new courses which must be added to initiate the program; include a catalog description for each of these courses.*

The only new courses needed are DATA 3500, DATA 4500, and DATA 4950. All of these courses cover ethics and emphasize the application of data science skills.

DATA 3500 – Data Cleansing and Feature Engineering, 3 credits – Prerequisite: CSCI 1170. An applied course in how to clean data sets and create features that make the analysis of the data easier.

DATA 4500 – Internship in Data Science, 3 credits – Prerequisite: Program Approval. Practical experience in data science.

DATA 4950 – Capstone in Data Science, 3 credits – Prerequisite: Senior Standing. A project-based course that requires the use of all the skills learned throughout the Data Science program.

Distance Learning *– Indicate whether this program will be offered via distance learning and which courses are available via distance learning.*

The Data Science major is not being proposed as an online degree program. However, some courses may offer online sections. Depending on growth and demand, the major may consider offering courses via distance learning in the future.

Course Syllabi: Syllabi for existing courses are provided in Appendix F.

ACADEMIC STANDARDS – The admission, retention and graduation standards should be clearly stated, be compatible with institutional or governing board policy, and encourage high quality.

All Data Science majors must meet the established admission, retention, and graduation requirements of the university. There are no specific or unique admission, retention, or graduation requirements beyond those of the university.

Requirements for admission are found at:
http://catalog.mtsu.edu/content.php?catoid=23&navoid=4174#Requirements_for_Admission.

Policies governing academic performance requirements and retention standards are found at:
http://catalog.mtsu.edu/content.php?catoid=23&navoid=4176#Academic_Regulations.

Undergraduate degree requirements can be found at:
http://catalog.mtsu.edu/content.php?catoid=23&navoid=4169.

EQUITY – Provide information regarding how the proposed program will serve a diverse population of students (e.g., adult learners, students working and unable to relocate, students with preference for various delivery modes) or an underserved, historically underrepresented population of students or international students.

The interdisciplinary nature of this program will attract students who are interested in technology as well as those who are interested in the story-telling aspect of working with data. Through targeted recruitment, including our established "True Blue" recruiting tours in Memphis, Chattanooga, and Nashville, we will engage first generation, minority, and Pell-eligible students. Just as important as the initial recruitment of a diverse student populations is retention and persistence of students once enrolled. We have established programs such as the Scholars Academy and S.T.A.R. (Student Transition and Academic Readiness) that while open to all students, have an emphasis on first generation and/or Pell-eligible students with these specific objectives.

The proposed major will also provide educational opportunities for adult learners and/or working students who seek employment and/or advancement in the data science industry. The Data Science program will provide opportunities for students to attend full-time and part-time. Finally, we will work closely with the MTSU Veterans and Military Families Center to identify veterans whose career goals align with the Data Science degree.

PROGRAM ENROLLMENT AND GRADUATES – Provide the projected number of declared majors and graduates expected over the first three years (associate and certificate), 5 years (baccalaureate and master's programs) or 7 years (doctoral programs).

We assume a fall 2020 start for this program and use a conservative estimate of enrollment. Full-time enrollment is figured at 12 credits per semester and part-time enrollment is figured at 6 credits per semester with enrollment in fall and spring terms although many students will also enroll during summers. (Sample programs of study for full-time and part-time students are included as Appendix B). We also incorporate a 10 percent yearly attrition rate after the first year.

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1	25	4	29	27	0
2	43	4	47	45	0
3	50	6	56	53	4
4	58	6	64	61	9
5	65	8	73	69	14

ADMINISTRATIVE STRUCTURE – Provide the administrative unit and program director that will be responsible to ensure success of the proposed program.

The Data Science Undergraduate program will be an interdisciplinary program including faculty from the College of Business and the College of Basic and Applied Sciences. It will be housed in the College of Basic and Applied Sciences and will report directly to the Dean of that college. There will be a director and an administrative assistant. Faculty will remain part of their home departments / colleges while teaching courses in this program. New faculty employed with instructional duties in the Data Sciences major will be appointed in an academic department such as Information Systems & Analytics, Computer Science, Mathematics, or Economics & Finance. Instructional assignments will be developed in coordination with participating faculty members' home departments and will be part of their regular instructional workload.

Data Sciences Coordinating Committee. Primary responsibility for oversight and ongoing management of the program lies with the Data Science Coordinating Committee (DSCC). In addition to the Program Director, and a representative from the Data Science Institute, the committee will be composed of one faculty member each from the departments of Mathematics, Computer Science, Information Systems and Analytics, and Economics and Finance. While the program director will be appointed by the Dean, the individual department representatives will be appointed by their respective department chairs from individuals active in the program. In collaboration with the dean, this committee is responsible for selecting and appointing participating faculty members and for ensuring the coherence of (and adherence to) the program's curriculum and research activities. The Program Director of the Data Sciences program serves as chair of the Data Sciences Coordinating Committee. This arrangement is similar to the administrative structure of our other highly successful interdisciplinary programs (e.g., Computational Science, Molecular Biosciences, Math & Science Education, etc.)

The Data Science undergraduate program will also be a complement to the Data Science Institute, which gives faculty and students an opportunity to conduct research and work with external organizations on big data projects. An undergraduate program at MTSU in Data Science is a logical step to continue to promote data on campus and will work closely with the Data Science Institute to infuse research and projects into the curriculum.

FACULTY RESOURCES - Current and/or anticipated faculty resources should ensure a program of high quality. The number and qualification of faculty should meet existing institutional standards and should be consistent with external standards, where appropriate. The adequacy of the number of faculty should be paramount in the planning process as institutions build increasing numbers of interdisciplinary and cross-disciplinary academic programs. The student/faculty ratio for the proposed program should be included in the documentation.

Current Faculty – *List the name, rank, highest degree, primary department and estimate of the level of involvement of all current faculty members who will participate in the program. If the proposed program is at the graduate level, designate current graduate faculty status in relation to eligibility to chair thesis and/or dissertation. Attach a three page vita for each faculty member listed including relevant related activities for the past five years.*

NAME	RANK	HIGHEST ACADEMIC DEGREE	DEPARTMENT	% in PROGRAM
Lisa Green	Associate Professor	Ph.D., Georgia Institute of Technology	Interim Chair, Mathematical Sciences	40%
Don Hong	Professor	Ph.D., Texas A&M University, College Station	Mathematical Sciences	10%
Yeqian Liu	Assistant Professor	Ph.D., University of Missouri	Mathematical Sciences	10%
Qiang Wu	Associate Professor	Ph.D., City University of Hong Kong	Mathematical Sciences	10%
Lu Xiong	Assistant Professor	Ph.D., Middle Tennessee State University	Mathematical Sciences	10%
Charlie Apigian	Professor	Ph.D., University of Toledo, OH	Director of the Data Science Institute, Information Systems and Analytics	20%
Stoney Brooks	Assistant Professor	Ph.D., Washington State University	Information Systems and Analytics	10%
Scott Seipel	Associate Professor	Ph.D., University of Texas, Arlington	Information Systems and Analytics	10%
Keith Gamble	Professor	Ph.D., University of California, Berkeley	Chair, Economics and Finance	10%
Joshua Phillips	Assistant Professor	Ph.D., University of California, Merced	Computer Science	20%
Zhijiang Dong	Professor	Ph.D., Florida International University	Computer Science	10%
Ferrol Aderholdt	Assistant Professor	Ph.D., Tennessee Technological University	Computer Science	10%
New Hire	Assist/Assoc Professor		TBD	80%
New Hire	Assist/Assoc Professor		TBD	80%
New Hire	Assist/Assoc Professor		TBD	80%

Anticipated Faculty - *Describe the additional faculty needed during the next five years for the initiation of the program and list the anticipated schedule for addition of these faculty members.*

MTSU will conduct a "cluster hire" of three tenure-track faculty members during the planning year with the objective of starting the program with a critical mass of faculty with expertise in data science. The department of appointment will negotiated and will be based upon academic preparation and or research focus of the appointee. By using a cluster hire approach we will make a statement about our intent to establish a premier data science program. We believe the opportunity to join a collaborative program launch and affiliate with the Data Science Institute will attract significant interest among potential applicants. All three lines are budgeted (see attachment A) and include a 3% inflation factor.

One line is funded with new dollars and two from existing, vacant lines, reallocated from existing university resources. In year five, we will hire an additional full-time instructor. In addition, the program will utilize adjunct faculty to teach in specialized areas. These expenses ($2,100 per course) are included in the budget but do not carry an inflation factor.

LIBRARY AND INFORMATION TECHNOLOGY RESOURCES – Provide documentation to demonstrate adequate current and/or anticipated library and information technology resources to support a high quality program which meets recognized standards for study at a particular level or in a particular field.

Library and Information Technology Acquisitions Needed - *Describe additional library and information technology acquisitions needed during the first three years (associate and certificate), 5 years (undergraduate and master's programs) or 7 years (doctoral programs) for the successful initiation of the program.*

Because we already offer most of the courses that are included in this degree, we require minimal additional resources to support this program. Attachment A includes funds to support additional library resources (Recurring Expenses, Other).

SUPPORT RESOURCES - Provide documentation to demonstrate adequate other existing and/or anticipated support resources including clear statements of support staff, student advising resources, arrangement for clinical or other affiliations, and professional development for faculty necessary for a successful program.

Evidence of willingness to partner - *Include government, education, health and business entities.*

We have received overwhelming support from local, regional, and statewide organizations as we initiated planning for this degree. We provided seven (7) letters of support at the time we submitted our initial Letter of Notification. These provide evidence of willingness on the part of business and industry to partner and are included as Appendix D.

Other Support Currently Available - *Include support staff, university and non-university assistance.*

We have budgeted for a one course reassignment every semester plus summer credit of 3 hours to provide adequate time for the program director to carry out administrative duties. This increases to a two-course reassignment beginning in year two. (See Attachment A - Recurring Expenditures, Administration)

The College of Basic and Applied Sciences employs professional advisors who provide academic advising and the University Office of Student Success is nationally recognized for its focus on student success.

Other Support Needed -- *List additional staff and other assistance needed during the first three years (associate and certificate), 5 years (baccalaureate and master's programs) or 7 years (doctoral programs).*

An administrative assistant is required to help with scheduling courses, communicating with prospective students, and other administrative duties as needed. This position is budgeted for in

attachment A at $32,000 + $9600 in benefits, with a 3% increase per year. (See Recurring Expenditures, Support Staff)

FACILITIES AND EQUIPMENT- Provide documentation to demonstrate adequate existing and/or anticipated facilities and equipment. New/or renovated facilities required to implement the program should be clearly outlined by amount and type of space, costs identified and source of funds to cover costs.

Existing Facilities and Equipment - *Assess the adequacy of the existing physical facilities and equipment available to the proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.*

MTSU has among the largest, if not the largest, undergraduate Computer Science program among all Tennessee Public Universities (482 majors in fall 2018). This program is housed on the third floor of Kirksy Old Main, just above the Department of Mathematics and Statistics. It is supported by extensive smart classrooms and a large university computer lab dedicated to computer sciences. All computers are on the university's update / replace rotation schedule. We anticipate locating the Data Science program in space adjacent to the Computer Science department and labs which will become available with the completion of two new instructional buildings in summer/fall 2020.

Additional Facilities and Equipment Required or Anticipated - *Describe physical facilities and equipment that will be required/anticipated during the first three years (associate or certificate programs), 5 years (undergraduate and master's programs) or 7 years (doctoral programs).*

The space described above includes existing classrooms, a computer lab and faculty office spaces, including for a program office, which are adequate to implement this proposed degree program and no additional laboratory or space needs are required.

We have budgeted for office furnishings and computer equipment for the director and executive aide, as well as the new faculty hires (See Attachment A – One-time Expenditures, Equipment). No additional facilities or equipment will be required nor do we anticipate a need in the future.

MARKETING AND RECRUITMENT PLAN – Provide a plan, including marketing and recruitment, to ensure all prospective students will have equitable access to the program so as not to impede the state's commitment to diversity and access in higher education. Identify any budget implications in the THEC Financial Projection Form.

The B.S. in Data Science will be implemented in fall 2020 and will be subject to post-approval monitoring for the first five years of operation. The university's assessment of program viability (the basis for the decision to seek approval to implement a new degree) is based upon a projection of enrollment sufficient to offset program costs. With these targets and the requirements of the post-approval monitoring process in mind, it is critical that MTSU develop and carryout a comprehensive strategic plan for recruitment of students to this major. The MTSU Strategic Recruitment Plan for the B.S. in Data Science is provided in Appendix C. Attachment A includes funds in the Planning Year to support initial program promotion and recruitment (See One-time Expenditures, Other).

ASSESSMENT/EVALUATION - Although the primary responsibility for program quality rests with the institution and its institutional governing board or its system, THEC considers pertinent information to verify that high standards have been established for the operation and Evaluation of the programs. Evidence must be proposed to demonstrate that careful evaluation is undertaken periodically throughout the lifetime of the program indicating:

The schedule for program assessments or evaluations, (including program evaluations associated with Quality Assurance, institutional program review, student evaluations, faculty review, accreditation, and employer evaluation),

The Data Science major will conduct regular scheduled external reviews of this program in accordance with university and THEC policies. The office of Institutional Effectiveness, Planning, and Research is responsible for overseeing external program reviews. The Data Science degree program will utilize both formative and summative evaluation to assess the extent to which the program is meeting institutional goals and objectives. The University, the College of Basic and Applied Sciences place instructional and program quality among their highest priorities and will assess both on an ongoing basis.

- We will establish an advisory board consisting of key professionals in the Data Science Industry for the purpose of advising on trends, employee/employer needs, and curriculum.

- Students' perceptions of instructional quality will be measured through the use of student instructional evaluations in all data science courses each semester.

- Graduating seniors will also complete the "Graduating Senior Survey" encompassing all aspects of their educational experience at MTSU as well as a Major Field Test to measure content knowledge, retention, and areas that need improvement within the curriculum.

- Employment of graduates in appropriate business and industry settings is the ultimate goal of the program and is the final metric upon which program success may be measured. Placement data for new graduates and alumni will be tracked and analyzed to identify program strengths as well as opportunities for expanded placement efforts

Responsible parties for conducting program assessments or evaluations, and accreditation.

The Data Science undergraduate program director will be responsible for conducting program assessments/evaluations and accreditation.

A plan for how results will inform the program post-approval.

- The Advisory Board will be used to adjust curriculum to meet industry standards/trends and employer/employee needs.
- Student recruitment, retention, and graduation will be monitored by the director.
- The graduating senior exit evaluation and major field test will be used to adjust curriculum.

ACCREDITATION - Where appropriate, professional disciplinary accreditation organizations should be identified. The proposed accreditation timeline must be submitted. Any substantive change that may requires a SACS-COC review should be indicated.

> The university is accredited by the Southern Association of Colleges and Schools Commission on Colleges. The implementation of this major does not comprise a substantive change requiring SACSCOC review.

FUNDING –A budget narrative that complements the budget projections on the THEC Financial Projection Form should be included. The narrative must address the institution's capacity to deliver the proposed program within existing and projected resources including an explanation of the current departmental budget in which the proposed program will be house and estimated additional costs for the first three years (associate degrees, five years (undergraduate and master's degrees), or seven years (doctoral degrees) for the proposed program. Please note that these costs for each year are incremental costs not cumulative costs. Include all accreditation costs and proposed external consultations as related to accreditation. Identify any grants or gifts which have been awarded or anticipated.

> THEC Financial Projection form is provided as Attachment A.

> It should be noted that the attached THEC form has been modified to include a "planning year" as acknowledgment that some expenses of a new program (e.g., student recruitment) are incurred prior to year one of the program and are funded through institutional reallocation.

> Beginning in year one, all expenses with the exception of the three tenure-track faculty positions are covered by tuition and fee revenue. Of these three faculty positions, one is a new position and is funded through tuition and fee revenue generated by this program. The other two are reallocations of existing lines in participating departments within the College of Basic and Applied Sciences and the College of Business, allowing us to recruit for a "cluster-hire" of faculty with expertise in data science. One-time expenses, in year one and five, are limited to purchase of computers and related technology for the new faculty and staff hires.

> Recurring expenditures beginning in year one include funds to

> - Support course reassignment and summer stipends for the program director (see Personnel, Administration, salary).
> - Employ three new full-time tenure-track faculty in year one, and a full-time instructor in year four (see Personnel, Faculty, Salary & Benefits).
> - Employ a new executive aide beginning in year one (see Personnel, Support Staff, Salaries and Benefits).
> - Support travel related to student recruitment, professional development, and outreach to industry partners (See Operating, Travel)
> - Printing of course and program materials

- Cover direct program expenses such as course materials, library resources, etc.

Recurring expenses generally include a 3% annual inflation factor.

Lastly, tuition and fees as well as state funding are not differentiated based upon cost of instruction although instructional costs vary across programs (i.e., although student tuition rates and Tennessee's outcomes-based funding formula do not recognize it, there are greater costs associated with some academic programs, such as Nursing, Aerospace, and Engineering than in other programs such as Education, English, or Tourism and Hospitality Management). Therefore, if tuition revenues exceed direct and indirect expenses for one academic program they may be used to offset direct and indirect instructional expenses of other academic programs.

Tennessee Higher Education Commission
Attachment A: THEC Financial Projections
Middle Tennessee State University
B.S. in Data Science

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	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures						
A. One-time Expenditures						
New/Renovated Space		$ -	$ -	$ -	$ -	$ -
Equipment		20,000			-	5,000
Library	$ -					
Consultants						
Travel	$ -					
Other	$ 10,000					
Sub-Total One-time	$ 10,000	$ 20,000	$ -	$ -	$ -	$ 5,000
B. Recurring Expenditures						
Personnel						
Administration						
Salary		$ 14,200	$ 18,400	$ 18,400	$ 18,400	$ 18,400
Benefits						
Sub-Total Administration		$ 14,200	$ 18,400	$ 18,400	$ 18,400	$ 18,400
Faculty						
Salary		$ 381,000	$ 391,800	411,324	422,782	483,583
Benefits		108,000	111,240	114,577	118,015	142,555
Sub-Total Faculty		$ 489,000	$ 503,040	$ 525,901	$ 540,796	$ 626,138
Support Staff						
Salary		$ 32,000	$ 32,960	$ 33,949	$ 34,967	$ 36,016
Benefits		$ 9,600	$ 9,888	$ 10,185	$ 10,490	$ 10,805
Sub-Total Support Staff		$ 41,600	$ 42,848	$ 44,133	$ 45,457	$ 46,821
Graduate Assistants						
Salary						
Benefits		-	-	-	-	-
Tuition and Fees* (See Below)		-	-	-	-	-
Sub-Total Graduate Assistants		$ -	$ -	$ -	$ -	$ -
Operating						
Travel		$ 5,000	$ 7,500	$ 7,500	$ 10,000	$ 10,000
Printing		750	750	1,000	1,000	1,000
Equipment						
Other		10,000	11,000	14,500	15,000	15,000
Sub-Total Operating		$ 15,750	$ 19,250	$ 23,000	$ 26,000	$ 26,000
Total Recurring		$ 560,550	$ 583,538	$ 611,435	$ 630,654	$ 717,359
TOTAL EXPENDITURES (A + B)	$ 10,000	$ 580,550	$ 583,538	$ 611,435	$ 630,654	$ 722,359

*If tuition and fees for Graduate Assistants are included, please provide the following information.
Base Tuition and Fees Rate
Number of Graduate Assistants

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
II. Revenue						
Tuition and Fees[1]		$ 254,016.00	$ 436,320.00	$ 527,880.00	$ 625,128.00	$ 728,640.00
Institutional Reallocations[2]	$ 10,000.00	$ 326,534.00	$ 147,218.00	$ 83,554.64	$ 5,525.68	$ (6,280.83)
Federal Grants[3]		0	0	0	0	0
Private Grants or Gifts[4]		0	0	0	0	0
Other[5]		0	0	0	0	0
BALANCED BUDGET LINE	$ 10,000.00	$ 580,550.00	$ 583,538.00	$ 611,434.64	$ 630,653.68	$ 722,359.17

Notes:

(1) 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.
Year 1 (2019) tuition is estimated at $392 per credit hour. Tuition in subsequent years has a 3% inflation factor.
Year 1: 25 students x 12 hours x 2 semesters x $392 = $235,200 + 4 students x 6 credits x 2 semesters x $392 = $18,816 (Total = $254,016)
Year 2: 43 students x 12 hours x 2 semesters x $404 = $416,928 + 4 students x 6 credits x 2 semesters x $404 = $19,392 (Total = $436,320).
Year 3: 50 students x 12 hours x 2 semesters x $415 = $498,000 + 6 students x 6 credits x 2 semesters x $415 = $29,880 (Total = $527,880).
Year 4: 58 students x 12 hours x 2 semesters x $427 = $594,384 + 6 students x 6 credits x 2 semesters x $427 = $30,744 (Total = $625,128).
Year 5: 65 students x 12 hours x 2 semesters x $440 = $686,400 + 8 students x 6 credits x 2 semesters x $440 = $42,240 (Total = $730,296).
(2) Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.

One-time expenses in the planning year will be covered through reallocation within Academic Affairs.
Institutional Reallocations in years 2-4 are attributed to the cluster hire of faculty in year one and are funded through transfer of existing faculty lines

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

No Federal grants are used to fund this degree.

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

No external grants or gifts are used to fund this degree.

(5) Please provide information regarding other sources of the funding.

With the exception of the planning year, this degree is funded entirely through tuition revenue.

NOTE: One-time expenses (Other) includes costs associated with program implementation (e.g., promotion/advertising expenses)
        One-time Equipment expenses are for the purchase of computers/equipment for new admin and faculty hires
        Recurring expenses (Other)are for direct expenses (e.g. instuctional materials, faculty development, and promotion).

Administration Personnel
   Administration Salary in Years 1 - 5 are for a Program Director - for reassigned time in the Fall and Spring and stipend ($10,000) in the Summer
Faculty Personnel (Full-time faculty costs include a 3% annual increase in salary while adjunct costs are fixed.)
        Year 1: 3 new Tenure-Track Faculty Members & 10 courses ($21,000) by adjuncts for Math, Computer Science, and/or Info. Systems & Analytics.
        Year 2 continues 3 Tenure-Track lines from Year 1 and 10 courses ($21,000) by adjuncts for Math, Comp. Science, and/or Info. Sys. & Analytics.
        Year 3 continues 3 Tenure-Track lines plus 14 courses ($29,400) covered with adjuncts for Math, Comp. Science, and/or Info. Sys. & Analytics.
        Year 4 continues 3 Tenure-Track lines plus 14 courses ($29,400) covered with adjuncts for Math, Comp. Science, and/or Info. Sys. & Analytics.
        Year 5 adds 1 new Full-time Instructor to the existing fuill-time lines with a reduction to 4 courses ($8,400) covered by adjuncts.
Support Staff Personnel (each year includes a 3% increase in salary)
        Support Salary in Years 1 through 5 for (1) Executive Aide for the program.

NOTE: Tuition revenue in excess of direct & indirect program costs is included in Institutional Reallocation to support other programs.
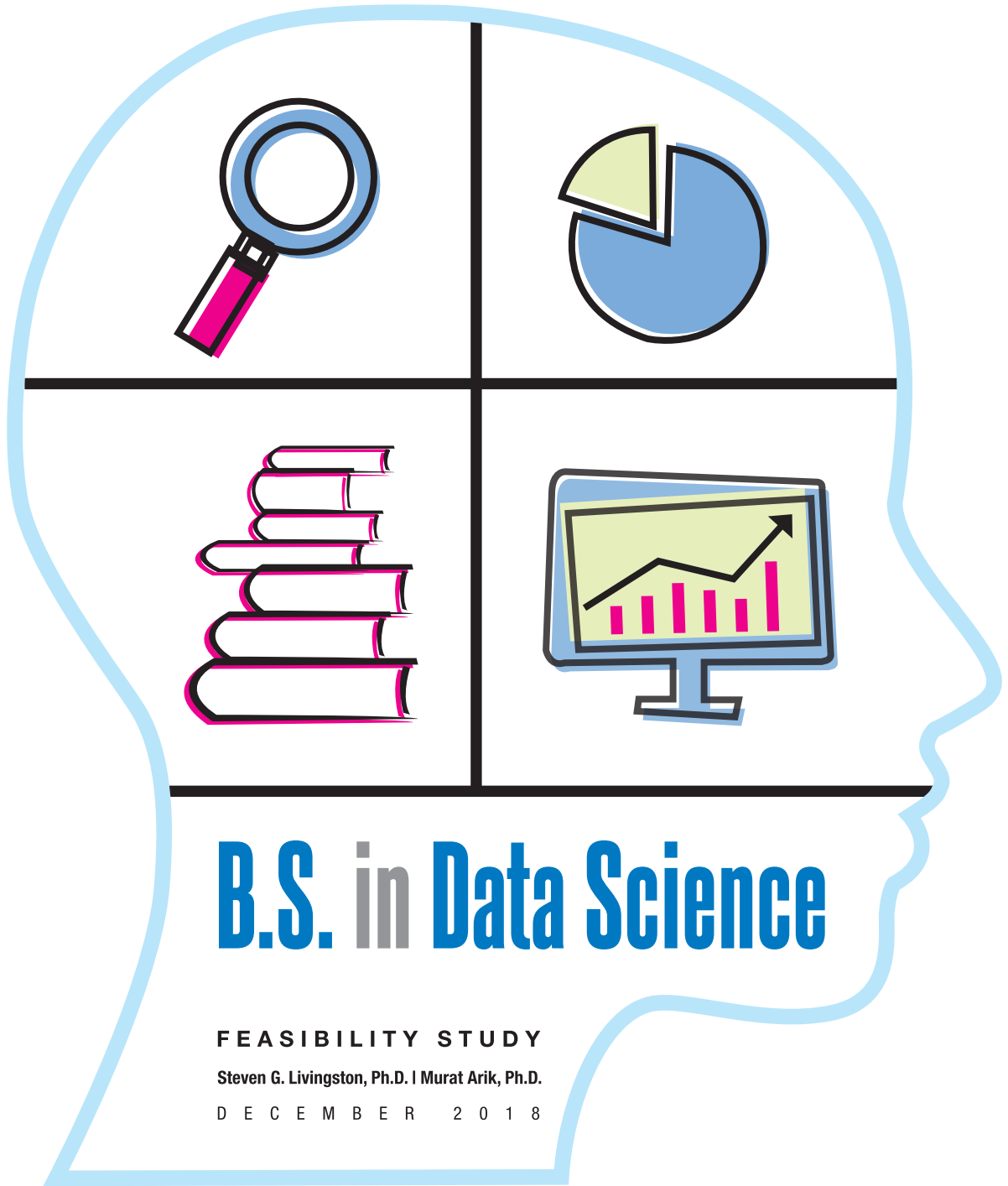
B.S. in Data Science

FEASIBILITY STUDY

Steven G. Livingston, Ph.D. | Murat Arik, Ph.D.

D E C E M B E R   2 0 1 8

MIDDLE
TENNESSEE
STATE UNIVERSITY®

JONES COLLEGE OF BUSINESS

Business and Economic Research Center

We evaluate the feasibility of offering a bachelors degree in Data Sciences at MTSU. We look at student demand to enter such a program, and then at the employment prospects for those leaving with a degree.

Preliminaries Data Science is a very new field of study. The NSF defines it as "the science of planning for, acquisition, management, analysis of, and inference from data."[1] Depending upon the source, the term dates from only 2008 or 2001. The first undergraduate degree program in data science (at the College of Charleston) only began in 2013. Almost all bachelors programs in the U.S. have been founded within the past three years. The newness of the programs means that the name for this major has not been standardized across colleges and universities, though increasingly it appears that it will eventually converge on "Data Science." However, thanks to the influence of two documents, the PCMI Undergraduate Programs in Data Science and a joint report of the National Academies of Science, Engineering, and Medicine, the curricula of these new majors are very similar.[2] The proposed MTSU major conforms to the recommendations of these documents as well as to the structure of other data science programs that have recently been initiated elsewhere.

The newness of the major, and indeed the occupation, means that the National Center for Education Statistics has not established a CIP code for it. By the same token, the Department of Labor does not have an SOC code for data scientists. At different colleges and universities, the same basic program has been associated with different CIP codes. For that reason, this report will at times aggregate data across all CIP codes that have been identified as "data science" at these different institutions.[3]
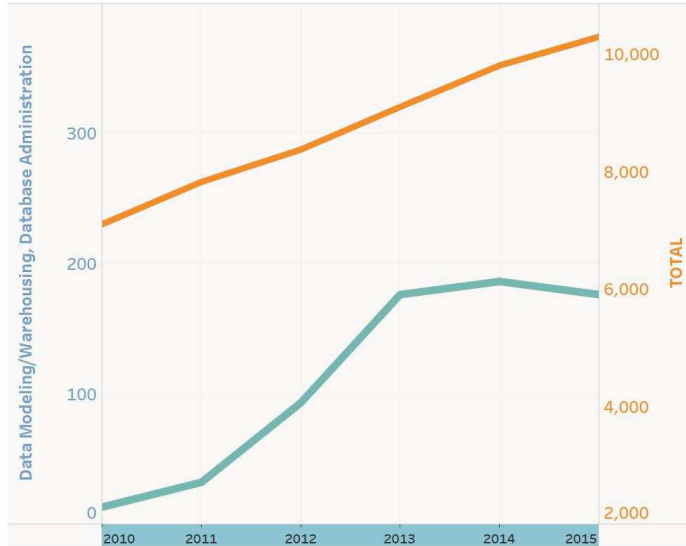
Student Interest

We assess student interest in a data sciences program using several measures. We first look at the trend in the number of bachelor degrees awarded in the fields most

---

[1] Draft Report of the SNSF Committee. 2014. *Data Science at NSF*. https://www.nsf.gov/attachments/130849/public/Stodden-StatsNSF.pdf

[2] *Interim Report of the Committee on Envisioning the Data Science Discipline: The Undergraduate Perspective*. 2018. Consensus Study Report of the National Academies of Science, Engineering and Medicine, (Washington),https://www.nap.edu/read/24886/chapter/1, and Park City Math Institute Undergraduate Faculty Group. 2017. "Curriculum Guidelines for Undergraduate Programs in Data Sciences," *Annual Review of Statistics* (4).

[3] Please see appendix I for a list of these CIP codes.

Figure 1: Trend in Degrees Awarded

Compiled from the National Center for Education Statistics, https://ncsesdata.nsf.gov/webcaspar/.

similar to it. Then, we examine the trend in the number of data science programs and majors. Finally, we make use of a survey delivered to MTSU students to evaluate campus interest in this proposal.

National Degree Trends

As noted in our preliminaries, "data science" is new enough that the number of undergraduate degrees being awarded in it is not yet being tracked. We thus make use of the degrees being awarded in the broader disciplines that include data sciences. These broader disciplines we define as those of the NCED CIP codes under which data science programs are currently identifying themselves. Figure 1 shows the trend in degrees awarded in the combined seven CIP codes used by almost all data science programs. 2015 is the last year for which data is available. The second line on Figure 1 tracks specifically CIP code 11.08.02, "Data Modeling/Warehousing and Database Administration," the code chosen for the MTSU Data Sciences program.

   As is evident, the trend line is positive.[4]

---

[4]The seeming "stall" in Data Modeling/Warehousing is likely due to the creation of two new codes, 11.10.05 amd 11.01.04, in 2010. These shifted the distribution of degree counts within the larger CIP 11.00.00 code.

2

Experience of Majors at other Institutions

The number of degree programs in data sciences is growing rather dramatically.[5] So fast, in fact, that an accurate count is very difficult. The website "datascience community" lists forty-three bachelors programs in data science.[6] However we know of a number of institutions that are not on its list, so the true number is higher. The very first of these programs dates only from 2013. So even using forty-three as a reliable number, the speed with which data science programs are being initiated is astounding, closing in on ten a year.

Currently, in Tennessee the only data science B.S. program is at Lipscomb University. Tennessee Tech and the University of Tennessee at Chattanooga offer concentrations in data science through programs in their engineering colleges. T.S.U. offers a concentration in "business data analytics" which has some overlap with a data science program. Maryville College and Western Kentucky offer degrees in Business Analytics. The primary difference between business analytics and a data science program is the former's inclusion of "classic" business skills such as accounting vs. the latter's greater emphasis on data management, big data, and software/programming skills.

Because no university program in the U.S. has existed for more than six years, comprehensive information on the popularity of these programs is scant. So we proxied for this in two ways. Figure 2 shows the enrollment pattern at the College of Charleston, the first university program. The bottom line of the College of Charleston chart shows the actual number of full-time student majors from 2013 to 2018. The program has grown from 29 majors in its first year to 41 majors this year. Because it is a much smaller school than MTSU, the top dashed line shows the number of full-time MTSU majors that would be expected if it tracked Charleston's path. The expectation from Charleston's experience would be 70 MTSU majors at year five of the program.

Almost all other programs are less than four years old. Most are just one or two years old. We took available data from eight programs—essentially all that we could find—to create the second chart in Figure 2. It shows the mean and median enrollments of these eight programs in their first, second, and third years.[7] We also show the minimum enrollment in any of these programs. Again, because these schools have variously sized student populations, we have normed the numbers to express the number of majors in terms of MTSU's student body. The chart shows a steady rise in majors over the first three years of a program, the median increases from 11 to 34 over that time frame. None of the programs we examined saw a fall in majors after the first or second years.

We might also look at the enrollment expectations of other new programs at institutions broadly similar to MTSU. Iowa State University commenced its Data Science major this fall. In its program proposal it estimated a first year population of 15 with the number of majors rising to 40 by year six.[8] The University of North Carolina/Charlotte
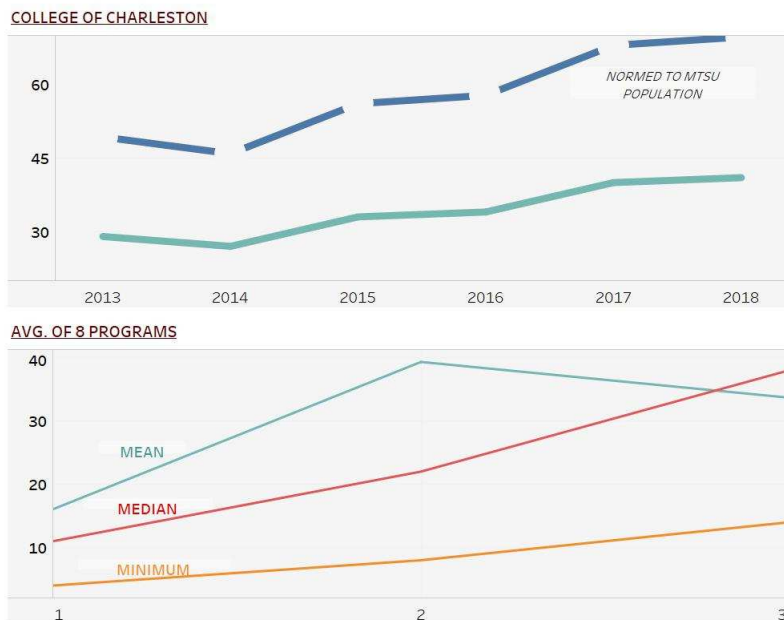
---

[5]See Emily Tate. 2017. "Data Analytic Programs Take Off," *Insidehighered.com.* https://www.insidehighered.com/digital-learning/article/2017/03/15/data-analytics-programs-taking-colleges

[6]http://datascience.community/colleges. Accessed November 29, 2018.

[7]The institutions are shown in Appendix II. We excluded several elite programs, Yale, the University of Michigan, and the University of California at Berkeley because of their very different student make-up.

[8]http://www.facsen.iastate.edu/sites/default/files/uploads/17-18%20Docket%20Calendar/S17-6%20-

3

Figure 2: Trend in Majors for 9 programs with Data

COLLEGE OF CHARLESTON

NORMED TO MTSU POPULATION

AVG. OF 8 PROGRAMS

MEAN

MEDIAN

MINIMUM

Compiled from enrollment dashboards of institutions identified in Appendix II.

will begin its major in the fall of 2019. In its letter of intent, though it does not estimate a specific number, it concludes "student demand for the proposed BS in Data Science will be robust."[9]

A final metric that we might use is the experience of similar Masters programs. There are a number of Business Analytics masters programs that have been established recently. (We noted above that at the undergraduate level business analytics shares commonalities with Data Sciences, though they are not the same thing.) The UNC/Charlotte document cited above notes that its masters programs has reached enrollment capacity five years after it was inaugurated. MTSU's Business Intelligence and Analytics program was launched in 2015. Since then its enrollment has risen from two to twenty-seven graduate students. The increasing demand for masters degrees in this subject supports the sense that this is field of study in the midst of growing student interest.
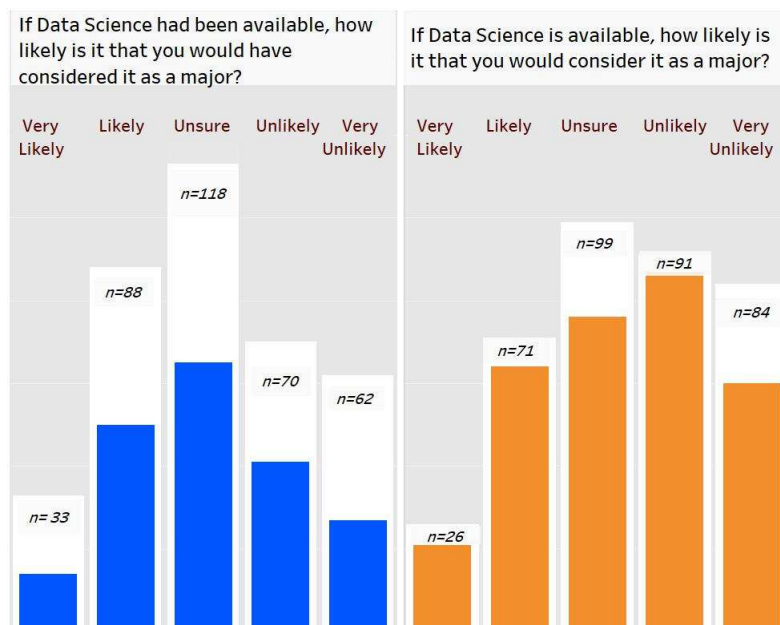
MTSU Survey

In late October 2018 a survey of interest in Data Science was delivered to 371 MTSU undergraduates in computer science, engineering, information systems, and math/statistics courses. Students in thirty different majors responded to the survey, though of course

---

%20Data%20Science%20Major.pdf

[9]https://provost.uncc.edu/sites/provost.uncc.edu/files/media/LOI-Data-Science-BS.pdf

4

Figure 3: Results of MTSU Survey

the majority were in these four areas. Students were asked how likely they would have considered majoring Data Science had the major existed when they began at MTSU and how likely they would now consider this major if were to be available. The students were also asked to rank order their interest in Data Science topics, and to express an opinion about the importance of having a Data Science major at MTSU.

Figure 3 summarizes the key results. The bar chart on the left are the responses to the retrospective question: whether the student would have majored in Data Science had been available. The white bars are the total responses (with their number designed by "n"). Because a retrospective question would mostly pertain to students too advanced in their current major to contemplate changing it, we concentrate on juniors and seniors. The blue bars show their distribution. Sixty-four of these 208 students (31 percent) indicated they would have been "likely" or "very likely" to major in Data Science. For the prospective question, we again show full results. The orange bars exclude seniors. Twenty-eight percent (85/308) of those not yet seniors said they would be "likely" or "very likely" to major in Data Science.

Particularly striking are the 120 responses from students not currently majoring in computer science, engineering, information systems, or math/statistics. Ten of these students indicated they were "very likely" to become Data Science majors, and another 26 "likely." That is thirty percent of these respondents. This may be indicative of significant interest in this major outside its most closely cognate fields.

If but twenty percent of those surveyed that expressed a definite interest in the major followed through on their expression and not a single of MTSU's other 19,000

5

students opted to also major in Data Science, the first year of the program would have seventeen students, roughly the average of the first year of this major at other universities. However it is far more realistic to consider this the low estimate of first year majors. Thirty percent of non-closely cognate majors taking this survey indicated they would be likely or very likely to major in this subject. If but 1 out of 100 from this group across the campus feels similarly, that is 54 majors. To which, if we add our prior group, we would have 71 first year majors. We might consider this a medium to high estimate for the first year.

We have analyzed enrollment, and to the extent possible, degree trends in Data Science. The findings are consistent. The number of degrees awarded are rising. The number of majors are rising. The numbers of programs are rising. Student interest at MTSU appears to be substantial. There is every reason to expect a significant number of students to be attracted to, and to choose to major in, a Data Science program at MTSU. Acknowledging the difficulties of estimating a specific number, given the sparseness and brevity of the data we have, we have given what we think are realistic estimates of the initial size of the program.

Employment Outlook

All the CIP Codes used to designate data science programs are designated STEM fields.[10] As is true of most STEM programs, demand for graduates is strong. The 2018 Jobs Rated Almanac lists "Data Scientist" as seventh best among 220 rated occupations, with a 19 percent projected growth in jobs through 2022.[11] Glassdoor, a large job recruiting site that similarly ranks occuptions, lists "Data Scientist" first among its top fifty professions based upon job openings, salaries, and job satisfaction. 23,321 data scientist jobs were listed on its website during the month of November, 2018.[12] A more specific study jointly undertaken by IBM, the software consulting firm BurningGlass, and the Business Higher Education Forum, estimated a twenty-eight percent growth in Data Scientists between 2016 and 2020.[13] These projected growth rates far exceed the expected 7.4 percent increase in total American employment from 2016-2026. These sources agree that data science will be among the strongest growing occupations for some time. Indeed, an article in the Harvard Business Review was titled "Data Scientist: The Sexiest Job of the 21st Century."[14]

We might note as a factor of interest that most of these jobs will not require graduate

---

[10]A list is available through US Immigration and Customs Enforcement, https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf

[11]CareerCast, https://www.careercast.com/jobs-rated/2018-best-jobs?page=6. Accessed December 3, 2018.

[12]Glassdoor, https://www.glassdoor.com/List/Best-Jobs-in-America-LST_KQ0,20.htm. Accessed December 3, 2018.

[13]Will Markow, Soumya Braganza, Bledi Taska, *The Quant Crunch: How the Demand for Data Science Skills is Disrupting the Job Market.* 2017. https://www-01.ibm.com/common/ssi/cgi-bin/ssialias?htmlfid=IML14576USEN&

[14]Thomas H. Davenport and D.J. Patil. 2012. *Harvard Business Review.* (October). https://hbr.org/2012/10/data-scientist-the-sexiest-job-of-the-21st-century.

6

Figure 4: Projected 2016-2026 Growth
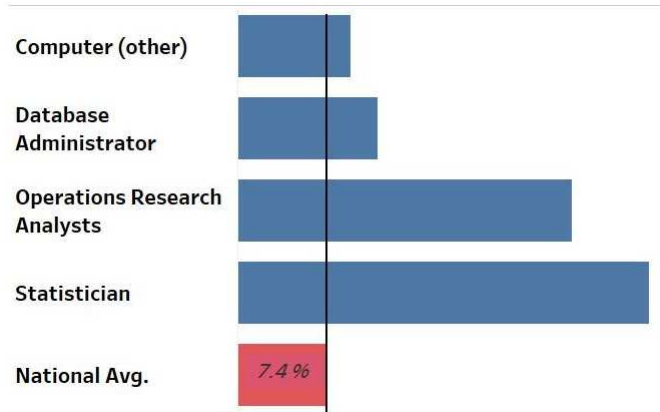
Data from BLS, Employment Projections. For Computers, "other" refers to occupations not specifically identified.

degrees. The IBM study estimated that over sixty percent of jobs in this field will not need a masters degree or beyond.

National Government Data

We are again a bit hobbled by the lack of an exact occupational code for data science. To get around this, we will use the Bureau of Labor Statistics SOC codes that correspond to the CIP codes used above. They are identified in Appendix III. The BLS estimates ten year growth in all these occupations to decidedly exceed overall employment growth between 2016-2026. It lists three of them among its top 30 fastest growing occupations over this period. This expectation is reinforced by the New York Federal Reserve Bank's data on employment by college major.[15] It lists "Business Analytics" as having a current unemployment rate of 3.2 percent, significantly below the national rate of 4.1 percent. But it also estimates that this field has a lower than average "under-employment rate." This refers to people that have a job, but a poorer job than one would expect given their educational background. Incidentally, the New York Fed notes that only twenty-four percent of employed business analytics have a graduate degree.

Another cut at this is to project employment from skill sets. O*Net Online (a service of the Department of Labor) has compiled a list of "hot technologies."[16] These are required skills that are found very frequently in job ads. The MTSU program would require learning Python, one of these hot technologies. A typical major would also acquire some set of statistical software (R or Stata), data visualisation (Tableau), and SQL. All of these are also listed as hot technologies.

---

[15]"Labor Market Outcomes of College Graduates by Major," https://www.newyorkfed.org/research/college-labor-market/college-labor-market_compare-majors.html.

[16]https://www.onetonline.org/search/hot_tech/#list_P

7

Figure 5: Jobs by County
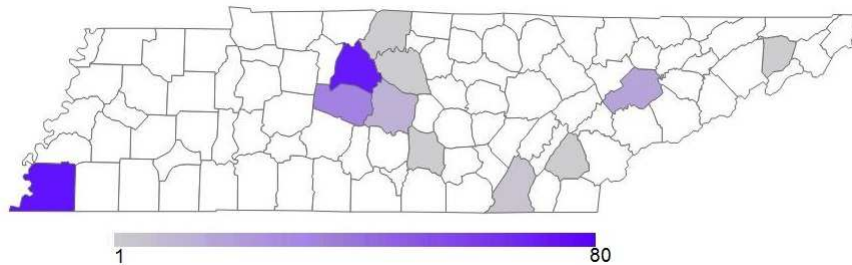
Compiled from job listings on jobs4tn website, accessed December 3, 2018.

Tennessee Job Information

At the state level, both THEC and the Tennessee Department of Economic and Community Development project employment trends. The ECD lists thirteen of the eighteen occupations in SOC code 15 (Computer and Mathematical) as in "high employer demand in 1 or more regions."[17] It also notes that STEM related employment in Tennessee will grow 1.5 times as fast as overall employment growth. THEC's 2018 report on workforce needs similarly finds that employer demand outstrips supply in "Web/Multimedia Managment, Programming," cluster (code 11.34), the cluster into which it places most of our relevant CIP codes.[18] It estimates that annually 380 more positions are available in this cluster than there are applicants to fill them.

The state's Department of Labor and Workforce Development identifies each of the SOC codes we are examining as having a "bright outlook statewide."[19] As of December 2018, the Department showed 266 applicants for 309 positions in these occupations.

Local Distribution

Figure 5 shows the regional distribution of the job openings known to the state. Not surprisingly, this is an occupation where employment is clustered in urban areas. The majority of these jobs are in the Nashville MSA. MTSU graduates would thus be well located to seek these jobs, and local employers would be advantaged by having a nearly program from which they could draw students in a very competitive employment environment.

---

[17]Center for Economic Research in Tennessee.*LEAP 2018 Occupational Analysis*. Tennessee Department of Economic and Community Development.

[18]*Academic Supply and Occupational Demand in Tennessee: Workforce Needs and Award Production*. 2018. Tennessee Higher Education Comission.

https://www.tn.gov/content/dam/tn/thec/bureau/research/other-research/supply-demand/Academic%20Supply%20and%20Occupational%20Demand%20-%20Final.pdf

[19]Jobs4tn website: https://www.jobs4tn.gov/vosnet/analyzer/drill/drill.aspx?tab=code&session=occdetail&valueName=occupation. Accessed December 3, 2018.

8

Conclusion

The data is consistent across sources that data science is a rapidly growing field of study with equally growing employment. There is virtual unanimity that data science is increasingly important and that employment demand will continue to be very robust. We found no dissent from that general view. Nationally, and locally, there appears a need to train more students in the skills developed through data science programs. As of late 2018, Tennessee has very few programs that offer this training. Lipscomb University is the only institution of higher education that offers a bachelors in data science. Evident student interest, a consensus among experts that need and employment opportunities are strong, and the existing dearth of B.S. data science programs in this state all combine to suggest that an MTSU bachelors program in Data Science is needed and would be successful both in attracting students and placing them in desirable jobs.

9

APPENDIX I

Following are the Classification of Instructional Programs (CIP) codes used in this study. Boldfaced is the code designated by MTSU.

Code	Degree
11.0104	Informatics
11.0401	Information Science/Studies
11.0501	Computer System Analysis/Analyst
11.0802	**Data Modeling/Warehousing and Database Administration**
27.0501	Statistics, General
27.0503	Mathematics and Statistics
30.3001	Computational Science

APPENDIX II

These are the colleges and universities the data from which were used for Figure 2. Note that we added Tennessee Tech, which has only a concentration, and Western Kentucky, whose major is Business Data Analytics, because they provide our only source of regional data. An "x" means the data is not available.

Institution	First Year	Year One Enrollment	Year Two Enrollment	Year Three Enrollment
Charleston	2013	29	27	33
Tennessee Tech (concentration)	2016	3	9	24
University of Wisconsin/River Falls	2016	14	41	x
Western Kentucky (Business Data Analytics)	2016	19	49	x
University of Massachusetts/Dartmouth	2015	6	10	16
Western Michigan	2015	5	9	16
University of Minnesota/Winona	2015	9	13	x
University of Northern Kentucky	2013	x	x	23
Marquette	2017	14	20	x
Colorado State	2018	16	x	x

10

APPENDIX III

Standard Occupational Classification Codes Used in this study:

code	Title	detail	2016-26 Growth	Annual Openings	
15-1141	Database Administrator		11.5%	9,300	"bright outlook"
15-1199	Computer Occupations (other)		9.3%	22,400	
15-1199.06		Database Architects			
15-1199.07		Data Warehousing Specialists			
15-1199.08		Business Intelligence Analysts			
15-2041	Statisticians		33.8%	4,400	"bright outlook"
15-2031	Operations Research Analysts		27.4%	10,700	"bright outlook"

11

Appendix B-1 Sample Program of Study (Full-Time)
Bachelor of Science in Data Science - MTSU

Freshman		Sophomore		Junior		Senior	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
HIST 2010, 2020 or 2030 3	COMM 2200 3	Statistics 3	MATH 2530 3	CSCI 2170 4	Elective (Minor) 3	DS Track 3	DATA 4950 3
MATH 3	HIST 2010, 2020 or 2030 3	DATA 1500 3	MATH 2110 1	BIA 3620/3621 3	DS Track 3	INFS 4790 3	DS Track 3
ENGL 1010 3	ENGL 1020 3	ENG 2020, 2030 or HUM 2610 3	CSCI 1170 4	DATA 3500 3	DATA 3550 3	DS Track 3	DS Track 3
Hum/FA (Rubric 1) 3	MATH 1910 4	Nat. Sci. (Rubric 1) 4	Soc/Beh Sci (Rubric 2) 3	DS Track 3	DS Track 3	DS Track 3	Elective (Minor) 3
Hum/FA (Rubric 2) 3	Soc/Beh Sci (Rubric 1) 3	ECON 2410 3	Nat. Sci. (Rubric 2) 4	Elective (Minor) 3	Elective (Minor) 3	Elective (Minor) 3	
15	**16**	**16**	**15**	**16**	**15**	**15**	**12**

Major Core	40
Data Science Track	24
Elective (Minor)	15
General Ed	41
TOTAL	120

TOTAL = 120

(* Note: 3 credits of MATH 1910 count as Gen Ed and 1 credit counts toward the major)

Appendix D-2
Sample Program of Study (Part-Time)
Bachelor of Science in Data Science - MTSU

Year One

Fall		Spring		Summer			Fall		Spring		Summer	
HIST 2010, 2020, 2030	3	MATH	3	Soc/Beh Sciences (Rubric 1)	3		Hum/Fine Arts (Rubric 1)	3	Hum/Fine Arts (Rubric 2)	3	Nat/Sci (Rubric 2)	4
ENGL 1010	3	ENGL 1020	3	HIST 2010, 2020, 2030	3		Nat/Sci (Rubric 1)	4	COMM 2200	3	MATH 1910	4
6		**6**		**6**			**7**		**6**		**8**	

Year Two / Year Three

Year Two: Fall, Spring, Summer (as above)

Year Three

Fall		Spring		Summer			Fall		Spring		Summer	
Statistics	3	ENG 2020, 2030 or HUM 2610	3	CSCI 1170	4		CSCI 2170	4	DATA 3550	3	BIA 3620/3621	3
ECON 2410	3	DATA 1500	3	Soc/Beh Sciences (Rubric 2)	3		DATA 3500	3	MATH 2530	3	DS Track	3
									MATH 2110	1		
6		**6**		**6**			**7**		**7**		**6**	

Year Four

(See columns above)

Year Five

Fall		Spring		Summer		Fall		Spring		Summer		Fall	
DS Elective	3	DS Track	3	DS Elective	3	INFS 4790	3	DS Track	3	DS Track	3	DATA 4950	3
Elective (Minor)	3	Elective (Minor)	3	Elective (Minor)	3	Elective (Minor)	3	Elective (Minor)	3	DS Track	3	DS Elective	3
6		**6**		**6**		**6**		**6**		**6**		**6**	

Year Six / Year Seven

Major Core	40
Data Science Elective	24
Minor & Electives	15
General Education	41
TOTAL	120

TOTAL = 120

APPENDIX C

Student Recruitment Plan – B.S. in Data Science Major

The project implementation date for the B.S. in Data Science is fall 2020. In order to achieve the enrollment targets projected in the New Academic Program Proposal it is critical to launch a comprehensive student recruitment effort well ahead of the fall 2020 term.

Enrollment Targets

	Full-Time Headcount	**Part-time Headcount**	**Total Headcount**	**Total FTE Headcount**
Year 1: AY 2020-21	25	4	29	27
Year 2: AY 2021-22	43	4	47	45
Year 3: AY 2022-23	50	6	56	53
Year 4: AY 2023-24	58	6	64	61
Year 5: AY 2024-25	65	8	73	69

Time-Line with Recruiting Milestones

4/2019 – MTSU University Curriculum Committee approves degree

8/2019 – Work on marketing plan in preparation of THEC Approval
- Work with Marketing and Public Affairs to craft press release
- Work with Marketing and Graphics to develop web page, video, and print materials
- Develop social media platforms and strategy
- Develop new Data Science brochures and banner for recruiting events
- Meet with Admissions Office (recruiters), CBAS, CBUS, CBHS, and CME College Advisors, and Undeclared Advisors to brief recruiters on new degree that is proposed for fall 2020.

11/2019 – THEC Board approves degree
- Press Release announcing new degrees is distributed
- Campus-wide email announcing degree approval
- Email to students in Information Systems & Analytics, Computer Science, Math, and other technology and data related degrees at MTSU.
- Revised MTSU Programs and new Data Science web pages are published
- Launch social media platforms
- Develop recruitment materials (brochures, banners, rack cards, billboard on I-24)
- "Data Science starting fall 2020" announcement on MTSU homepage
- Develop a marketing plan that continues each semester:
    - Promote Data Science major to community colleges through advisors and programs that lead well to the degree.
    - Contact CBAS, Media and Entertainment, CBHS, CBUS, Veterans Center, and Undeclared Advisors to confirm approval of new Data Science major.
    - Send press release and article to TN media outlets to announce degree
    - Announce to HS feeder programs

- o Identify technology and data related classes in feeder high schools and speak in schools to promote the new degree.
  - o Organize student interest meeting to answer questions about new major.
  - o Promote the program through the Data Science Institute through its events and marketing outlets.
  - o Send announcements to the Nashville Technology Council to announce the degree to the Nashville community.
  - o Speak and promote at local meetups and organizations in Data Science.
- Formally create the Data Science external advisory board that incorporates Chief Data Scientists, CIOs, and CEOs in Nashville that are leading the Data Science industry.

1/2020 – Spring 2020 Semester begins
- Email/text sent to all "undeclared" majors informing them of new degree option
- Send recruitment materials to all public high schools in Tennessee, all TN community colleges, and statewide organizations in Data Science.
- Faculty personally visit with select TN high schools with STEM focused programs
- Data Science billboard active on I-24
- Data Science announcement on MTSU homepage
- Continue to maintain the marketing plan developed 11/2019 (see above for individual action items).

3/2020 – Pre-registration and Registration Prep
- Contact CBAS, Media and Entertainment, CBUS, Veterans Center, and Undeclared Advisors to confirm approval of new Data Science major.
- Continue to offer events, such as Data Science Institute Data dives which promote the new Data Science undergraduate program.

4/2020 – Priority Registration for fall semester begins
- Follow up email/text to "undeclared" majors

5/2020 – Customs (new student and transfer student orientation) begins
- Faculty & Data Science Program Director attend:
  - o Freshman orientation
  - o Transfer Orientation
  - o Preview Days

8/2020 – Fall semester begins
- Welcome first cohort of Data Science majors
- Continued social media, web page, marketing campaigns
- True Blue Tour
- High school recruiting events – including possible Data Dives with HS students
- Continue to maintain the marketing plan developed 11/2019 (see above for individual action items).
- Initiate search for new full-time faculty member
- Identify out-of-state majors for potential Academic Common Market opportunities
- Priority registration begins for spring term
- Survey of current Data Science students to evaluate successful recruiting techniques

1/2021 – Spring semester begins
- Continue to maintain the marketing plan developed 11/2019 (see above for individual action items).
- Continue working with the Data Science Institute on events to promote the degree at MTSU
- Host finalists for new faculty position (student event with job candidates)
- Conclude search – make offer
- Professionalization and Career Workshop
- (3/21) Priority registration begins for fall term

<u>Future academic year activities years 3, 4 and 5 (ongoing)</u>

Fall
- Continued social media, web page, meeting with local high school feeder programs, marketing campaigns
- True Blue Tour
- High school recruiting events – including possible Data Dives with HS students
- Campus tours
- Special Events in conjunction with Data Science Institute (guest speakers / colloquia / etc.)
- Survey of current Data Science students to evaluate successful recruiting techniques
- Continue to maintain the <u>marketing plan</u> developed 11/2019 (see above for individual action items).

Spring
- Email to advisors highlighting recent development and ongoing data science initiatives
- Continued social media, web page, meeting with local high school feeder programs, marketing campaigns
- True Blue Tour
- High school recruiting events – including possible Data Dives with HS students
- Campus tours
- Special Events in conjunction with Data Science Institute (guest speakers / colloquia / etc.)
- Survey of current Data Science students to evaluate successful recruiting techniques
- Continue to maintain the <u>marketing plan</u> developed 11/2019 (see above for individual action items).

AREA CHAMBER *of* COMMERCE
belong engage lead prosper

January 16, 2019

Mike Krause, Executive Director
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243

Re: Data Science Undergraduate Degree at Middle Tennessee State University

Dear Director Krause:

Please accept this letter of support for the proposed data science undergraduate degree program at MTSU.

The Nashville Area Chamber of Commerce is the largest business federation in Middle Tennessee and has been continuously working on behalf of business since 1847. The Chamber is a nonprofit organization dedicated to creating economic prosperity by facilitating community leadership. The Nashville Area Chamber represents more than 2,200 member businesses in 15 counties. Through a wide variety of programs and initiatives, the Chamber works to positively impact the economic vitality and enhance the quality of life in the region, while supporting the growth and prosperity of Chamber-member businesses and our partners.

The Chamber is committed to efforts contributing to a stronger workforce in the Nashville region especially as it relates to building our technology industry. The tech sector spans all major industries in our region with thousands of job opportunities and serves as the enabling force driving innovation and growth in healthcare, music, manufacturing, finance and many others. Middle Tennessee's tech workforce growth is projected to outpace national tech workforce growth by 78% over the next five years, and the need for more technology-focused programs is critical.

The tech industry continues to evolve allowing companies to collect more data than ever, and the Chamber is supportive of the creation of MTSU's data science undergraduate degree to teach students the appropriate skills to analyze and report meaningful information to help solve business problems. We believe Middle Tennessee State University will provide a significant impact to the number of tech graduates in our region and see the establishment of this program helping to fill a need in a rapidly growing tech field of study with equally growing employment needs.

We are pleased to offer this letter of support and encourage the Tennessee Higher Education Commission to approve the establishment of a data science undergraduate degree program at Middle Tennessee State University.

Sincerely,

Ralph Schulz
President and CEO

211 Commerce Street, Suite 100
Nashville, Tennessee 37201
phone – 615.743.3000
fax – 615.743.3002
online – nashvillechamber.com

Page 63
MTSU Board of Trustees Quarterly Meeting
September 18, 2019

juiceanalytics

www.juiceanalytics.com | 209 10th Avenue South, Suite 450, Nashville TN 37201

January 13, 2019

Zach Gemignani
CEO and co-founder, Juice Analytics
209 10th Avenue South, Suite 450
Nashville TN 37201
(202) 251-7750

Charlie H. Apigian, PhD.
Interim Director of the Data Science Institute
Professor of Information Systems & Analytics
Jones College of Business
Middle Tennessee State University
MTSU Box 45, Business and Aerospace N337
(615) 898-2375

Dear Professor Apigian,

I am writing this letter to express my support for the MTSU Data Science undergraduate degree.

I am founder and CEO of Juice Analytics, a Nashville-based data visualization software company. We work with numerous clients locally and nationally who are using data to empower their businesses. As a result, we have developed a good understanding of the needs of enterprises in their use of data science and analytics. There are a couple critical elements that employers need that I believe are well supported by the proposed MTSU program:

● I appreciate the focus on communication of data. Among all the skills for analysts, the most neglected (and yet most critical) is their ability convey the results of their work to decision-makers.
● Similarly, the curriculum of the program emphasizes practical experience in connecting data science to business problems. By providing flexibility to pursue coursework outside of data science, you are encouraging building contextual knowledge that can be applied to data science problem solving.

Over last 5 years, I've been committed to building a stronger analytics community in the middle Tennessee region. In addition to my role as a business leader, I am deeply involved

with Nashville's primary event focused on data and analytics, the Nashville Analytics Summit. This annual event brings together the business, government, and educational communities to share best practices and connect the data community. I believe the MTSU program can contribute to making our region a hub for data and analytics solution providers and data-driven enterprises. The local talent-base is an essential limited factor for many companies trying to extend their capabilities in this area.

Thank you for your efforts and consideration.

Regards,

Zach Gemignani

January 12, 2019

To Whom It May Concern:

I am writing this letter in support of the request by Middle Tennessee State University (MTSU) to start a Data Science Undergraduate Degree Program. It is widely recognized that data science is a critical skillset and one that will drive the next wave of innovation. It is such an important capability that the AI movement is being called The Fifth Industrial Revolution.

I have been blessed to lead multiple data science companies. I can tell you first-hand how impactful this skillset is for businesses and I can also attest to how difficult it is to find qualified candidates with practical hands on experience.

I have also had the privilege of working with the technology leaders at MTSU and am confident in their ability to provide this much needed expertise to middle Tennessee. I've been in the classroom with the MTSU professors and their students and witnessed how they teach more than just theory. Their approach is one of practical application and as a result, graduates are equipped to enter the marketplace with real world experience. This doesn't occur by happenstance but rather through a significant investment in building relationships with business leaders to ensure an understanding the marketplace and its needs. The feedback received from the business community becomes an important input into building the curriculum taught in the classroom. In fact, the proposal before you is reflective of the approach I just described. Business leaders, myself included, have been consulted along the way as Data Science Undergraduate Degree Program has been put together.

As an employer, I'm grateful that MTSU is investing in leading the charge of equipping students - who will become colleagues and leaders in our community - with the skills needed to lead The Fifth Industrial Revolution.

To the extent that it is helpful, I am more than willing to speak with anyone about why this program is important or why I believe MTSU is uniquely equipped to deliver it.

Thank you in advance for your consideration of this letter of support.

Sincerely,

Ray Guzman | CEO
SwitchPoint Ventures
Ray.Guzman@SwitchPointVentures.com
615-423-1766

January 14, 2019

Charlie H. Apigian, Ph.D.
Interim Director of the Data Science Institute
Professor of Information Systems & Analytics
Middle Tennessee State University
Murfreesboro, TN 37132

Dr. Apigian:

I am writing this letter in strong support of the data science undergraduate degree program at MTSU. Creating modern skillsets within our workforce is the key to the future of our region, state, and country, and it is vital that we build programs to prepare students with data science skills at an undergraduate level.

One of the driving economic forces today is the transformation of business models though big data analytics, machine learning, and high-performance computing. This trend will accelerate in the next few years, yet we face a significant constraint in the absence of a pipeline of skilled workers. As one of the leading technology companies in the mid-Tennessee region, we struggle to hire people with proper training and preparation. In our experience, students in graduate-level data science programs have fundamental gaps in knowledge and skills that must be addressed through significant remedial training. An undergraduate data science degree program at MTSU would fill this important gap in our current education framework and accelerate productivity and time-to-value in our business.

With a strong data science workforce, we build a vibrant community that can both attract businesses and stimulate innovation within our region. The undergraduate data science program at MTSU will open doors to successful technology careers for our talented youth that can improve our business environment and society. It will create a pipeline that fuels growth in our region for the next decade. And it can establish an effective model for other schools in our state in training the workforce of the next century.

I look forward to the success of the undergraduate data science program at MTSU.

Sincerely,

John Liu, Ph.D. CFA
VP of Data Science, Applied Machine Learning

January 16, 2019

Mike Krause, Executive Director
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243

Re: Data Science Undergraduate Degree at Middle Tennessee State University

Dear Director Krause:

Please accept this letter of support for the proposed data science undergraduate degree program at MTSU.

The Nashville Area Chamber of Commerce is the largest business federation in Middle Tennessee and has been continuously working on behalf of business since 1847. The Chamber is a nonprofit organization dedicated to creating economic prosperity by facilitating community leadership. The Nashville Area Chamber represents more than 2,200 member businesses in 15 counties. Through a wide variety of programs and initiatives, the Chamber works to positively impact the economic vitality and enhance the quality of life in the region, while supporting the growth and prosperity of Chamber-member businesses and our partners.

The Chamber is committed to efforts contributing to a stronger workforce in the Nashville region especially as it relates to building our technology industry. The tech sector spans all major industries in our region with thousands of job opportunities and serves as the enabling force driving innovation and growth in healthcare, music, manufacturing, finance and many others. Middle Tennessee's tech workforce growth is projected to outpace national tech workforce growth by 78% over the next five years, and the need for more technology-focused programs is critical.

The tech industry continues to evolve allowing companies to collect more data than ever, and the Chamber is supportive of the creation of MTSU's data science undergraduate degree to teach students the appropriate skills to analyze and report meaningful information to help solve business problems. We believe Middle Tennessee State University will provide a significant impact to the number of tech graduates in our region and see the establishment of this program helping to fill a need in a rapidly growing tech field of study with equally growing employment needs.

We are pleased to offer this letter of support and encourage the Tennessee Higher Education Commission to approve the establishment of a data science undergraduate degree program at Middle Tennessee State University.

Sincerely,

Ralph Schulz
President and CEO

January 18, 2019

Charlie H. Apigian, PhD.
Interim Director of the Data Science Institute
Professor of Information Systems & Analytics
Middle Tennessee State University

Dr. Apigian;

Technology continues to evolve and allow companies to collect more data. However, with the vast amounts of data that have been collected, we still lack the appropriate skills to clean, store, analyze, and report meaningful information that can help solve business problems. Therefore, there is a growing need for individuals that have skills that will help analyze and report information that will be beneficial.

To achieve this, an individual will have to have good fundamental statistics and math skills, an ability to code, and a good understanding of business and the other intangible skills that allow one to problem solve. This is not easy to learn, and will probably be a lifelong learner, but the opportunity for an individual to get started as an undergraduate is very exciting.

I fully support Dr. Apigian's efforts to develop a data science undergraduate program at Middle Tennessee State University (MTSU) to address each of these learning objectives. MTSU has been a great business and technology partner in the mid-state region to many organizations. An undergraduate degree in data science would not only offer a good education, but will allow for K-12 schools to point kids toward a future program and get them excited about staying in a tech-related career.

This program will provide the necessary skilled applicants to a booming Nashville and Middle Tennessee is job market right now. Equally, it will prevent companies from looking elsewhere, strengthening the vitality of the region for years to come.

Regards

Ken Raetz, CEO

Think Data Insights, LLC

Your Business | Our Experience | Amazing Solutions

January 10, 2019

Charlie H. Apigian, PhD.
Interim Director of the Data Science Institute
Professor of Information Systems & Analytics
Jones College of Business
Middle Tennessee State University
MTSU Box 45
Murfreesboro, TN 37132

Dear Dr. Apigian,

I'm writing in strong support of the development of a Data Science undergraduate degree at Middle Tennessee State University.

Rutherford Works, the Economic and Workforce Development division of the Rutherford County Chamber of Commerce, has been working with our local employers for the past four years to help identify technical skills gaps and, with our educational partners help, to develop educational solutions which train students for the high wage, high demand jobs currently available in our community. We term this work Pathways Development. Information Technology is one of our high 5 (wage, growth, employment) industry sectors. Based on the number of job openings and the projected job openings specifically for business and data analysts in the next 5-10 years, there is great opportunity and need for new programming.

Additionally, this program would dovetail with our work at the high school level. We define Pathways Development as the creation of seamless opportunities for students to move from high school to post-secondary while earning early post-secondary credit, industry certifications and relevant work experience. The Chamber of Commerce, Rutherford Works and our industry led Rutherford Works Technology Council have been working with Rutherford County Schools to increase the number of high schools offering IT related programs of study. We have also been working with the Tennessee Department of Education to add new programs of study for the state. Based on the growing number of tech jobs in Middle Tennessee and Northern Alabama, the future looks bright for Rutherford County students who gain an advantage by studying IT related programs and earning relevant industry certifications in high school. A new data analytics program of study at the high school level is a real possibility as well.

In my capacity leading the Rutherford Works Workforce Development strategic imperatives, I look forward to working with MTSU to continue to develop new programs of study that provide opportunity for our students and provide a well-trained workforce for our employers.

Sincerely,

K. Beth Duffield
Senior Vice President, Education and Workforce Development
Rutherford County Chamber of Commerce

January 14, 2019

Charlie Apigian
Interim Director of the Data Science Institute
Professor of Information Systems and Analytics
Middle Tennessee State University
1301 E Main St, MTSU Box 45
Murfreesboro, TN 37132

Subject: MTSU Data Science Undergraduate Program

To Whom It May Concern:

As a spokesman for Williamson County and the broader Middle Tennessee economy, I have repeatedly seen the benefits that a well-educated workforce brings to the region. Working in Tennessee's most educated county - with the greatest percentage of adults holding an advanced degree, we have consistently reaped the rewards of strong growth for existing businesses and continued movement of high-paying jobs into the region.

Middle Tennessee State University has been an essential partner for Williamson County to be able to maintain this record job growth. Students from the Jones College of Business are some of the most sought-after graduates in the region and continuing to diversify their programming and meet industry specific needs is necessary to keep up with a fluctuating market.

Data Science represents one of these growing industry needs, as 25% job growth is expected in the next 10 years across Tennessee, with even higher numbers expected in Williamson County due to its large number of headquarter companies. Meeting this demand locally will continue to offer our companies a strategic advantage as competition for these graduates increases across the country.

I strongly support the implementation of an undergraduate Data Science program, and think it fills a very important role in our current workforce initiatives. Please join in support of this great initiative.

Sincerely,

Matt Largen
President & CEO

Middle Tennessee State University
Board of Trustees

Action Item
Voice Vote

MEETING: Fall Quarterly Board Meeting

DATE: September 18, 2019

SUBJECT: **Approval of Policy Revision**

BACKGROUND INFORMATION:

Policy 501 Residency Classification

The proposed changes reflect the new PC 80, which requires that universities classify the spouse or dependent child of a service member as in-state for tuition purposes if the service member is transferred out-of-state on military orders. Specific criteria are enumerated, including that the spouse or dependent had been accepted to the university; that he/she was initially classified as in-state prior to the transfer out-of-state; that he/she enrolled during the term initially accepted; and that he/she maintains continuous enrollment.

**MIDDLE
TENNESSEE
STATE UNIVERSITY.**

501 Residency Classification

Approved by Board of Trustees
Effective Date: _____, 2019
Responsible Division: Student Affairs
Responsible Office: Enrollment Services
Responsible Officer: AVP Enrollment Services

I. Purpose

It is the intent of Middle Tennessee State University (MTSU or University) that uniform criteria shall apply in determining whether students shall be classified in-state or out-of-state for tuition and fee purposes and for admission purposes. This policy provides the criteria that will be utilized in making classification determinations.

II. Determination of Status

A. Students and applicants with a domicile in Tennessee are to be classified in-state for tuition and fee purposes and for admission purposes. Domicile is a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves MTSU without intending to establish a new domicile elsewhere.

   1. Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.

   2. Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.

B. Absence from Tennessee for short periods of time will not affect the establishment of a residence, provided domicile was not established in another state during that time.

C. Students and applicants not having domicile in Tennessee shall be classified out-of-state.

D. The domicile of an unemancipated person is that of his/her parent, except as provided in Section II.E. of this policy. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is one who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.

E. Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.

F. A student is classified in-state for tuition and fee purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and meets one (1) of the following:

   1. Graduated from a Tennessee public secondary school;

   2. Graduated from a private secondary school that is located in Tennessee; or

   3. Earned a Tennessee high school equivalency diploma.

G. The spouse of a student classified as in-state will also be classified as in-state.

H. Regular full-time employees at institutions governed by the Tennessee Board of Regents (TBR) or a Locally Governed Institution (LGI), along with their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any TBR institution or LGI.

I. Graduate assistants at MTSU shall be classified as in-state for purposes of fees and tuition.

J. Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

III. Out-of-State Students who are Not Required to Pay Out-of-State Tuition

A. An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU.

B. The waiver of out-of-state tuition granted to a student will follow the student from a Tennessee public community college to MTSU if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.

C. Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.

D. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.

E. Military veterans who have a Tennessee address in Box 19A on their DD214 (mailing address after separation) will be charged in-state tuition and fees.

F. A veteran or dependents eligible to receive educational benefits (to include the David Fry Scholarship) administered by the United States Department of Veterans Affairs, through any provision of the United States Code, shall not be required to pay out-of-state tuition and fees when the veteran or eligible dependent is:

1. Enrolled at MTSU;

2. Utilizing such benefits at MTSU; and

3. Living in the state of Tennessee, regardless of the individual's formal state of residency.

If VA benefits run out/expire prior to graduation, a student can continue to qualify for in-state tuition and fees until completion of that degree, if he/she:

a. Maintains continuous enrollment (Fall and Spring terms); and

b. Demonstrates objective evidence of established residency in the state of Tennessee by presenting three (3) of the following:

(1) A Tennessee driver's license, issued for at least one (1) year;

(2) A Tennessee Identification Card, issued for at least one (1) year;

(3) Proof of a Tennessee voter's registration;

(4) A Tennessee motor vehicle registration;

(5) Proof of established employment in Tennessee;

(6) Residential lease or mortgage.

Further, if the veteran or eligible dependent wishes to become a permanent resident, he/she can follow Steps a. and b. above and be recoded as an in-state resident.

G. Individuals who join the Tennessee National Guard (active member) will be charged in-state tuition and fees.

H. Military service members on active-duty orders who are stationed outside of the state of Tennessee but still maintain a Tennessee domicile will be charged in-state tuition and fees.

I. An unemancipated person or spouse of an active-duty military member who is stationed outside of Tennessee but whose home of record is Tennessee, will be charged in-state tuition and fees (must show proof of domicile, including, but not limited to, driver's license, voter's registration, LES, tax document).

J. An unemancipated person whose parent is not domiciled in Tennessee but is a member of the armed forces and stationed in Tennessee or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders.

K. Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12)-month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.

L. A spouse or dependent child of a service member who has been transferred out of the state of Tennessee on military orders will be classified as an in-state student for tuition purposes, if the spouse or dependent child: (1) Was accepted for admission to a public postsecondary institution; (2) Was initially classified by the institution that accepted the spouse or dependent child for admission as a Tennessee resident for tuition purposes; (3) Enrolls as a student in that institution for the academic term for which the spouse or dependent child was accepted for admission; and (4) Maintains continuous enrollment in that institution.

M. Military personnel and their spouses stationed in Tennessee or at Fort Campbell, Kentucky who would be classified out-of-state in accordance with other provisions of this policy will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in Tennessee primarily for educational purposes.

N. Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.

O. Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in Tennessee by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.

O. Presumption. No person shall qualify for in-state fees if he/she came to Tennessee for the primary purpose of attending college. For example, if an individual moved to Tennessee and immediately enrolled at MTSU, another university, college, or community college as a full-time student, that person is presumed to have moved to Tennessee for the primary purpose of attending college and will not be eligible for in-state fees. The presumption is that a student cannot acquire domicile in Tennessee while enrolled as a full-time student.

P. Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in Tennessee, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence including, but not limited to, proof of residence and/or property ownership within Tennessee; military orders assigning the person to Tennessee; proof of full-time employment within Tennessee; proof of receiving a Tennessee state benefit including, but not limited to, TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for tuition and fee purposes at another public Tennessee higher education institution; etc.

IV. Appeal Procedure

Individuals may appeal their initial classification of residency status for purposes of tuition and fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:

A. Individuals who are initially classified as out-of-state for purposes of tuition and fee payment by personnel in the Admissions Office, the College of Graduate Studies, or the Office of International Admissions, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.

   1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.

   2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or designee to initiate an appeal of the classification.

B. The Assistant Vice President for Student Affairs or designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.

C. The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be reclassified as in-state for purposes of tuition and fee payment.

D. The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.

E. The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of tuition and fee payment.

V. Effective Date for Reclassification

A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.

B. However, out-of-state tuition will be charged for any semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that semester.

VI. Regional Scholars

A. The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus, as determined by the Board of Trustees and published on the Regional Scholars website and who meet specific academic requirements, to attend MTSU at a reduced rate.

B. Though still classified as out-of-state, students who qualify will receive:

1. A reduced tuition as determined by MTSU in accordance with approved guidelines.

2. Consideration for institutional scholarships if admitted by the established scholarship deadlines.

Forms: none.

Revisions: June 5, 2017 (original); December 5, 2017; August 15, 2019;_____, 2019.

Last Reviewed: June 2019.

References: Tennessee Higher Education Commission Chapter 1540-1-1 Regulations for Classifying Persons as Tennessee Residents for the Purpose of Participating in Tennessee Higher Education Commission Programs Authority; Eligibility Verification for Entitlement Act; Deferred Action (DACA/Dream Act); T.C.A. §§ 49-4-704, 49-7-164.

501 Residency Classification

Approved by Board of Trustees
Effective Date: _____, 2019
Responsible Division: Student Affairs
Responsible Office: Enrollment Services
Responsible Officer: AVP Enrollment Services

I. Purpose

It is the intent of Middle Tennessee State University (MTSU or University) that uniform criteria shall apply in determining whether students shall be classified in-state or out-of-state for tuition and fee purposes and for admission purposes. This policy provides the criteria that will be utilized in making classification determinations.

II. Determination of Status

A. Students and applicants with a domicile in Tennessee are to be classified in-state for tuition and fee purposes and for admission purposes. Domicile is a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves MTSU without intending to establish a new domicile elsewhere.

   1. Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.

   2. Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.

B. Absence from Tennessee for short periods of time will not affect the establishment of a residence, provided domicile was not established in another state during that time.

C. Students and applicants not having domicile in Tennessee shall be classified out-of-state.

D. The domicile of an unemancipated person is that of his/her parent, except as provided in Section II.E. of this policy. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is one who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.

E. Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.

F. A student is classified in-state for tuition and fee purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and meets one (1) of the following:

   1. Graduated from a Tennessee public secondary school;

   2. Graduated from a private secondary school that is located in Tennessee; or

   3. Earned a Tennessee high school equivalency diploma.

G. The spouse of a student classified as in-state will also be classified as in-state.

H. Regular full-time employees at institutions governed by the Tennessee Board of Regents (TBR) or a Locally Governed Institution (LGI), along with their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any TBR institution or LGI.

I. Graduate assistants at MTSU shall be classified as in-state for purposes of fees and tuition.

J. Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

III. Out-of-State Students who are Not Required to Pay Out-of-State Tuition

A. An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU.

B. The waiver of out-of-state tuition granted to a student will follow the student from a Tennessee public community college to MTSU if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.

C. Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.

D. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.

E. Military veterans who have a Tennessee address in Box 19A on their DD214 (mailing address after separation) will be charged in-state tuition and fees.

F. A veteran or dependents eligible to receive educational benefits (to include the David Fry Scholarship) administered by the United States Department of Veterans Affairs, through any provision of the United States Code, shall not be required to pay out-of-state tuition and fees when the veteran or eligible dependent is:

1. Enrolled at MTSU;

2. Utilizing such benefits at MTSU; and

3. Living in the state of Tennessee, regardless of the individual's formal state of residency.

If VA benefits run out/expire prior to graduation, a student can continue to qualify for in-state tuition and fees until completion of that degree, if he/she:

a. Maintains continuous enrollment (Fall and Spring terms); and

b. Demonstrates objective evidence of established residency in the state of Tennessee by presenting three (3) of the following:

(1) A Tennessee driver's license, issued for at least one (1) year;

(2) A Tennessee Identification Card, issued for at least one (1) year;

(3) Proof of a Tennessee voter's registration;

(4) A Tennessee motor vehicle registration;

(5) Proof of established employment in Tennessee;

(6) Residential lease or mortgage.

Further, if the veteran or eligible dependent wishes to become a permanent resident, he/she can follow Steps a. and b. above and be recoded as an in-state resident.

G. Individuals who join the Tennessee National Guard (active member) will be charged in-state tuition and fees.

H. Military service members on active-duty orders who are stationed outside of the state of Tennessee but still maintain a Tennessee domicile will be charged in-state tuition and fees.

I. An unemancipated person or spouse of an active-duty military member who is stationed outside of Tennessee but whose home of record is Tennessee, will be charged in-state tuition and fees (must show proof of domicile, including, but not limited to, driver's license, voter's registration, LES, tax document).

J. An unemancipated person whose parent is not domiciled in Tennessee but is a member of the armed forces and stationed in Tennessee or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders.

K. Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12)-month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.

L. A spouse or dependent child of a service member who has been transferred out of the state of Tennessee on military orders will be classified as an in-state student for tuition purposes, if the spouse or dependent child: (1) Was accepted for admission to a public postsecondary institution; (2) Was initially classified by the institution that accepted the spouse or dependent child for admission as a Tennessee resident for tuition purposes; (3) Enrolls as a student in that institution for the academic term for which the spouse or dependent child was accepted for admission; and (4) Maintains continuous enrollment in that institution.

M. Military personnel and their spouses stationed in Tennessee or at Fort Campbell, Kentucky who would be classified out-of-state in accordance with other provisions of this policy will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in Tennessee primarily for educational purposes.

N. Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.

O. Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in Tennessee by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.

O. Presumption. No person shall qualify for in-state fees if he/she came to Tennessee for the primary purpose of attending college. For example, if an individual moved to Tennessee and immediately enrolled at MTSU, another university, college, or community college as a full-time student, that person is presumed to have moved to Tennessee for the primary purpose of attending college and will not be eligible for in-state fees. The presumption is that a student cannot acquire domicile in Tennessee while enrolled as a full-time student.

P. Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in Tennessee, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence including, but not limited to, proof of residence and/or property ownership within Tennessee; military orders assigning the person to Tennessee; proof of full-time employment within Tennessee; proof of receiving a Tennessee state benefit including, but not limited to, TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for tuition and fee purposes at another public Tennessee higher education institution; etc.

IV. Appeal Procedure

Individuals may appeal their initial classification of residency status for purposes of tuition and fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:

A. Individuals who are initially classified as out-of-state for purposes of tuition and fee payment by personnel in the Admissions Office, the College of Graduate Studies, or the Office of International Admissions, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.

   1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.

   2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or designee to initiate an appeal of the classification.

B. The Assistant Vice President for Student Affairs or designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.

C. The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be reclassified as in-state for purposes of tuition and fee payment.

D. The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.

E. The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of tuition and fee payment.

V. Effective Date for Reclassification

A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.

B. However, out-of-state tuition will be charged for any semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that semester.

VI. Regional Scholars

A. The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus, as determined by the Board of Trustees and published on the [Regional Scholars website](#) and who meet specific academic requirements, to attend MTSU at a reduced rate.

B. Though still classified as out-of-state, students who qualify will receive:

1. A reduced tuition as determined by MTSU in accordance with approved guidelines.

2. Consideration for institutional scholarships if admitted by the established scholarship deadlines.

Forms: none.

Revisions: June 5, 2017 (original); December 5, 2017; August 15, 2019; _____, 2019.

Last Reviewed: June 2019.

References: Tennessee Higher Education Commission Chapter 1540-1-1 Regulations for Classifying Persons as Tennessee Residents for the Purpose of Participating in Tennessee Higher Education Commission Programs Authority; Eligibility Verification for Entitlement Act; Deferred Action (DACA/Dream Act); T.C.A. §§ 49-4-704, 49-7-164.

Middle Tennessee State University
Board of Trustees

MEETING:	Fall Quarterly Board Meeting
SUBJECT:	**Audit and Compliance Committee**
DATE:	September 18, 2019
PRESENTER:	Tom Boyd Committee Member

- 2020 Annual Audit Plan
- Risk Assessment Reporting

Type	Area	Audit Project	Current Status	Audit Results
		Middle Tennessee State University		
		Internal Audit Plan		
		Fiscal Year Ended June 30, 2020		
		as of July 25, 2019		
R	FM	Year-End Inventory FY2019	In Progress	
R	FM	Cash Counts FY2019	In Progress	
R	GV	Audit of President's Office	In Progress	
I	SS	INV1702	In Progress	
I	AA	INV1705	In Progress	
I	AA	INV1801	Draft Report	
I	AT	INV1904	In Progress	
I	FM	INV1905	In Progress	
I	AA	INV2001	In Progress	
R	AT	Football Attendance Fall 2019	Scheduled	
F	GV	State Audit Assistance/Follow-Up	Project Throughout Year	n/a
C	GV	General Consultation	Project Throughout Year	n/a
R	FM	Cash Counts FY2020	Scheduled	
R	FM	Year-End Inventory FY2020	Scheduled	
P	GV	IIA - Self Assessment & QAR	Scheduled	
S	AA	Use of Aircraft	Draft Report	
S	AA	Use of Mobile Production Truck	Scheduled	
A	AA	Research Services Procedural Review	Scheduled	
A	SS	Financial Aid Procedural Review	Scheduled	
A	FM	Property Management Contract Review	Scheduled	

Audit Types:
A - Risk-Based (Assessed)
C - Consulting
F - Follow-up Review
I - Investigation
M - Management's Risk Assessment
P - Project (Ongoing or Recurring)
R - Required
S - Special Request

Area = University Division
AA - Academic Affairs
AD - Advancement
AT - Athletics
FM - Financial Management
GV - Governance/Executive Office
IT - Information Technology
MC - Marketing and Communications
SS - Student Services

Middle Tennessee State University
Board of Trustees

Action Item
Voice Vote

MEETING: Fall Quarterly Board Meeting

DATE: September 18, 2019

SUBJECT: **Risk Assessment Reporting**

BACKGROUND INFORMATION:

Section 9-18-104 of the Financial Integrity Act requires institutions of higher education to prepare and provide a management assessment of risk to the State of Tennessee's Commissioner of Finance and Administration and to the Comptroller of the Treasury by December 31 annually.

For 2019, the Divisions of Student Affairs, University Advancement, and Marketing and Communications performed, and provided, risk assessment reporting. In addition, a risk assessment report was completed detailing university-wide risk and control activities.

Similar to MTSU's risk assessment reporting of 2018, the risk assessment documents are designated as confidential and are discussed in the non-public executive session of the Committee. The risk assessment reports are presented to the Committee for approval prior to the reports' submission to the State, as required by law.

**Middle Tennessee State University
Board of Trustees**

MEETING: Fall Quarterly Board Meeting

SUBJECT: **Executive and Governance Committee**

DATE: September 18, 2019

PRESENTER: Steve Smith
                                                                     Committee Chair

Middle Tennessee State University
Board of Trustees

MEETING: Fall Quarterly Board Meeting

SUBJECT: **Finance and Personnel Committee**

DATE: September 18, 2019

PRESENTER: Joey Jacobs
                                                             Committee Chair

- Policy Revisions

    a. Policy 101 - Minors Participating in University-Sponsored Programs or
        Programs Using University Facilities

    b. Policy 620 - Campus Master Plans

    c. Policy 622 - Acquisition and Disposal of Real Property

Action Item
Voice Vote

MEETING: Fall Quarterly Board Meeting

DATE: September 18, 2019

SUBJECT: **Policy Revisions**

BACKGROUND INFORMATION:

- **Policy 101 Minors Participating in University Sponsored Programs or Programs Using University Facilities**

  a. Additional provisions are being added for clarity as concerns the supervision of minors. Section IV.A.5.
  b. Only minors registered as participating in a program are allowed to be present during a program. Section IV.A.12.e.
  c. Residence hall doors are not to be propped open. Section IV.A.12.h.
  d. An Enforcement section is added to provide consequence for violation of the policy. Section V.

- **Policy 620 Campus Master Plan**

  The proposed revisions are drafted to change "Campus Facility Master Plan" references to "Campus Master Plan" to mirror THEC policy (F4.1)

nomenclature. The title of the policy has also been similarly changed to "Campus Master Plan".

- **Policy 622 Acquisition and Disposal of Real Property**

    The proposed revisions change acquisition property title to be in the name of "State of Tennessee" and not "MTSU Board of Trustees". The submittal request was revised to be from the University and not from STREAM

MIDDLE TENNESSEE STATE UNIVERSITY.

101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities

Approved by Board of Trustees
Effective Date: _____, 2019
Responsible Division: President
Responsible Office: Office of the University Counsel
Responsible Officer: University Counsel

I. Purpose

This policy provides for appropriate supervision of minors who are involved in Middle Tennessee State University (MTSU or University) sponsored programs, programs held at MTSU, and/or programs housed in MTSU facilities.

II. Scope

A. This policy applies to programs involving minors offered by an academic or administrative unit of MTSU, or by non-MTSU individuals or groups using MTSU property or facilities subject to Policy 100 Use of Campus Property and Facilities Scheduling. Examples include, but are not limited to, athletic camps, academic camps, recreational camps, workshops, competitions, clinics, and conferences.

B. This policy does not apply to:

1. Events where parents/guardians are expected to provide supervision of the minor children, or events where the minor is accompanied by his/her parent/guardian;

2. Events designed primarily for students enrolled at MTSU;

3. An event open to the general public that is not targeted toward minors (i.e., athletic events, plays, concerts);

4. Orientation programs for prospective students, including prospective student-athletes. However, orientation programs involving overnight stays in residence halls must be registered/have entered into a use agreement with the Office of Housing and Residence Life;

5. Campus tours and visitation programs for prospective students, including prospective student-athletes. However, pre-enrollment visit programs for high school students

housed overnight in residence halls must be registered/have entered into a use agreement with the Office of Housing and Residential Life;

6. Events, such as field trips and athletic events, sponsored and supervised by a minor's school;

7. Licensed daycare centers or pre-schools affiliated with MTSU; or,

8. Single day events that begin and end between the hours of 8:00 a.m. and 4:30 p.m. Nonetheless, requirements of Policy 100 Use of Campus Property and Facilities Scheduling may apply. Additionally, and particularly for events sponsored by MTSU, the sponsor should consider Section IV.A. and B. to be best practices and, as applicable to the specific event, is urged to implement those requirements. It should be noted that the mandatory reporting of assault or abuse as set out in Section IV.A.7. is applicable to all program staff.

C. Notwithstanding its duration, events, programs, or activities held at the Recreation Center are subject to that facility's requirements, such as completion of releases of liability.

D. The Office of Event Coordination retains the discretion to impose requirements in addition to those mandated by this policy, as it deems reasonable based on the type of program.

E. Requests for Exemption.

1. The sponsor of a program may submit a request for exemption from this policy, or from any of the requirements and responsibilities set out in Section IV., by filling out the Request for Exemption from Certain Requirements form.

2. The sponsor must indicate which requirements or responsibilities the request concerns, the basis for the request, and information about the procedures to be substituted.

3. The form should then be sent to the Office of the University Counsel. The University Counsel will forward the request, along with any additional information and/or recommendations, to the Vice Presidents and Provost, who will make the determination as to whether the request should be granted or denied.

III. Definitions

A. Minor. A person under the age of eighteen (18) who is not enrolled in for-credit courses at MTSU. Students who are dually enrolled in MTSU for-credit courses, while also enrolled in high school, are not covered by this policy. As used in this policy, participant shall also refer to a minor.

B. MTSU Property or Facilities. Property or facilities under the control of MTSU.

C. Program. Programs, events, or activities offered by academic or administrative units of MTSU, or by non-MTSU individuals or groups using MTSU property or facilities subject to [Policy 100 Use of Campus Property and Facilities Scheduling](#).

D. Sponsor. The academic or administrative unit of MTSU which offers a program, or a non-university individual or entity that contracts with MTSU to provide a program using institutional property or facilities. The sponsor is responsible for ensuring compliance with this policy. The sponsor must designate at least one adult as the program director who will be the contact point for the program.

E. Program Director. The individual designated by the sponsor who acts as the contact person with MTSU for the program.

F. Authorized Adult. Individuals, age eighteen (18) and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, using academic, recreational, and/or residential facilities. This includes, but is not limited to, faculty, staff, volunteers, graduate students, undergraduate students, interns, employees of temporary employment agencies, and independent contractors. The authorized adults' roles may include positions such as counselors, chaperones, coaches, instructors, etc. Collectively, authorized adults may also be referred to as program staff. Authorized adults are considered to be mandatory reporters of child abuse, as defined by Tennessee law.

G. Direct Contact. Responsibilities of authorized adults including, but not limited to, the care, supervision, guidance, teaching, coaching, or control of participants.

H. One-on-One Contact. Personal, unsupervised interaction between any authorized adult and a minor without at least one (1) other authorized adult or parent/guardian being present.

IV. Program Requirements and Responsibilities

A. Applicable to all programs. The following requirements and responsibilities shall apply to all programs, whether sponsored by MTSU or a non-MTSU individual or entity:

1. The sponsor, program director, program staff, and participants are expected to abide by all federal and state laws, and rules, regulations, and policies of MTSU. Failure of an individual to do so may result in disciplinary action, if the individual is an MTSU employee; and/or removal from the program and the campus for non-compliance. MTSU reserves the right to terminate a program if, in its discretion, it is being run in an unsafe manner and/or is not complying with applicable laws, rules, regulations, and policies.

2. Sponsors, program directors, and authorized adults must make all reasonable efforts to maintain a reasonably safe environment for minors participating in programs and activities covered by this policy, including removal of minors from dangerous, or potentially dangerous, situations, irrespective of any other limitation or requirement.

3. A sponsor offering a program that involves minors shall provide adequate and appropriate care and supervision of participants associated with the program at all times. Some of the factors to consider in determining adequate supervision are the number and age of participants, the activity(ies) involved, type of housing, if applicable, and age and experience of the authorized adults.

4. It is recommended that one-on-one contact between an authorized adult and a minor be avoided to the extent possible. If the program will include activities involving one-on-one contact, the sponsor must ensure that the parent/legal guardian is specifically made aware of this fact.

5. Authorized adults involved in programs covered by this policy shall not:

   a. Have any direct electronic contact of a personal nature with minors without another adult being included in the communication.

   b. In the case of supervising minors overnight, to the extent practical, enter a minor's room, bathroom facility, or similar area without another authorized adult in attendance. In these circumstances, the adults should be of the same gender as the minor(s).

   c. Engage in abusive conduct of any kind toward, or in the presence of, a minor.

   d. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.

   e. Pick up or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent/guardian and the program director.

   f. Provide alcohol, tobacco, tobacco products (including e-cigarettes), or illegal drugs to any minor. Authorized adults shall not provide prescription drugs or any medication to any minor, unless specifically authorized in writing by the parent/ legal guardian as being required for the minor's care or the minor's emergency treatment.

g. Make sexual materials, in any form, available to minors or assist them in any way in gaining access to such materials.

h. Leave minors unattended or unsupervised.

i. Allow minors to be supervised by other minors in violation of this policy.

j. Allow the presence or participation of any minor other than those properly registered for the program. This includes the presence of a sponsor's or authorized adult's minor children.

6. If an allegation of inappropriate conduct has been made against an authorized adult involved in a program, he/she shall discontinue any further participation in the program until such allegation has been resolved to the satisfaction of the University.

7. Reporting assault or abuse. Each authorized adult who will be participating in a program covered by this policy shall complete annual mandatory training on the conduct requirements of this policy, on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities and the Tennessee Department of Children's Services.

    a. Reporting allegations of assault or abuse. If a participant discloses any type of assault or abuse occurring at any time previously or during the program, or an authorized adult has reason to suspect that the participant has been subject to such assault or abuse, the authorized adult, as a mandatory reporter, must inform the program director immediately, unless the authorized adult believes the program director may be involved in the allegations of assault or abuse.

    b. Together, the program director and the authorized adult must then call the Tennessee Department of Children's Services Child Abuse Hotline 1-877-237-0004 if the situation requires an emergency response. If the program director is unavailable, is suspected to be involved in the allegations of assault or abuse, or if the program director or designee does not call 1-877-237-0004, the authorized adult should immediately call that number.

    c. If a situation presents immediate danger to a minor, University Police should be called as soon as possible, followed by a call to the Tennessee Department of Children's Child Abuse Hotline 1-877-237-0004.

    d. If the report relates to a past event where there is no immediate threat to a minor (i.e., the report is based on a past event and the alleged abuser is not known to be currently in contact with minors), the program director or the authorized adult must provide written notification within forty-eight (48) hours

of filing the oral report to the Department of Children's Services. In addition, the program director will immediately contact University Police, if that has not already occurred.

e. The program director should notify the appropriate senior administrator, Office of the University Counsel, and Title IX Coordinator as soon as practical, but this notification should not unreasonably delay the notification requirements outlined in the sections above.

8. The program director must provide the contact information for the University Police (615-898-2424) to each authorized adult.

9. Whenever it is learned that a participant is a victim or perpetrator of a crime, University Police (615-898-2424) must be contacted as soon as possible.

10. Appropriate safety measures, approved by the Environmental Health and Safety Office as outlined in the MTSU Employee Safety Handbook, must be followed.

11. If MTSU residential facilities are being used, a list of all participants and all program staff must be maintained and a copy provided to the Office of Housing and Residence Life. The list shall include the participant's name, local room assignment, gender, age, address, and phone number(s) of parent/guardian, as well as emergency contact information.

12. If applicable, the program will be required to adopt and implement rules and regulations for proper supervision of minors in MTSU housing. The following must be included:

a. Written permission, signed by the parent/legal guardian, for the minor to reside in MTSU housing.

b. A curfew time, which is age-appropriate for the participants, but in no case shall it be later than midnight.

c. In-room visitation is restricted to participants of the same gender.

d. Separate accommodations for adults and minors are required, other than the minors' parents/legal guardians.

e. Neither the Program Director nor any Authorized Adult may bring a minor child with him/her who is not a properly registered participant in the program.

    f.   Guests of participants (other than a parent/legal guardian and other same gender program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.

    g.   The program must comply with all security measures and procedures specified by the Office of Housing and Residential Life and University Police.

    h.   Doors in residence halls must not be propped open at any time.

B.   Applicable to only MTSU-sponsored programs. In addition to the requirements and responsibilities listed in IV.A. above, the following shall apply to programs sponsored by MTSU. It is suggested that non-MTSU sponsors consider complying with, or implementing, these requirements as a best practice:

1.   A list of all participants and program staff must be maintained by the sponsor and program director. The list shall include the participant's name, local room assignment (if applicable), gender, age, address, and phone number(s) of parent/guardian, as well as emergency contact information. The list of program staff shall include the individual's M number, if applicable, and contact information, and must be provided to the Office of Human Resource Services (HRS) as specified in 11.f. below. The list shall be maintained by the sponsor for a period of one (1) year following the conclusion of the program. Maintaining copies in electronic format is permitted.

2.   The Agreement Regarding Participation in Event form, which includes provisions regarding acknowledgement of risk, release of liability and hold harmless, medical release, permission to use University housing, and image consent must be completed and signed by the parent/legal guardian of each participant as part of the program registration process. Sponsor must obtain the executed form prior to a minor's participation in the program, and must maintain the document for a period of one (1) year following the conclusion of the program. Maintaining copies in electronic format is permitted. No such information gathered shall be disclosed, except as may be required by law.

3.   The sponsor must establish a procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.

4.   Participants' parents/legal guardians must be provided information detailing the manner in which the participant can be contacted during the program.

5. Parents/legal guardians must be provided with information related to storage of participants' medication and the administration of any such medicine.

    a. Personal epi pens and inhalers may be carried by the participant during activities.

    b. If an issue arises related to the need for access to medications, the program director must consult with Health Services and/or Disability Access Center to discuss the possibility of reasonable accommodations.

6. The sponsor must arrange for access to emergency medical services at all locations. Medical care appropriate for the nature of the program activities, expected attendance, and other variables should be considered.

7. Guidance from Health Services concerning communicable diseases must be followed.

8. Rules and disciplinary measures applicable to the program must be developed and provided to the participants and their parents/legal guardians. Participants and program staff must abide by all MTSU policies and procedures and may be removed from the program for non-compliance with rules. The following must be included in program rules:

    a. The possession or use of alcohol, drugs, tobacco, tobacco products including e-cigarettes, fireworks, guns, and other weapons is prohibited.

    b. The parking of staff and participant vehicles must be in accordance with MTSU parking regulations.

    c. Rules and procedures governing when, and under what circumstances, participants may leave MTSU property during the program.

    d. No violence, including sexual misconduct or harassment, will be tolerated.

    e. Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyber bullying, is prohibited.

    f. No theft of property, regardless of owner, will be tolerated.

    g. Misuse of, or damage to, MTSU property is prohibited. Charges will be assessed against those participants who are responsible for damage to, or misuse of, MTSU property.

h. The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

9. An authorized adult must be accessible to participants at all times. The authorized adult must reside in the housing unit, if applicable. Additional authorized adults will be assigned to ensure appropriate levels of supervision are implemented.

10. Require the program to provide authorized adults to provide on-site supervision throughout the duration of the program in accordance with the following:

    a. The minimum ratio of authorized adults to participants should meet the following:

    One (1) authorized adult for every eight (8) participants ages four (4) and five (5);

    One (1) authorized adult for every ten (10) participants ages six (6) to fourteen (14);

    One (1) authorized adult for every twenty-five (25) participants ages fifteen (15) to seventeen (17).

    b. In addition to the requirements in Section IV.A.7. concerning reporting assault or abuse, training for authorized adults provided by the sponsor must include, at a minimum, information about responsibilities and expectations; applicable policies and procedures; appropriate crisis/emergency responses; safety and security precautions; and confidentiality issues for the specific program or activity.

    c. Responsibilities of the authorized adults must include, at a minimum, informing participants about safety and security procedures, MTSU rules, rules established by the program, and behavioral expectations. The program director is responsible for following and enforcing all rules and must be able to provide this information to participants and be able to respond to emergency(ies).

11. All authorized adults are required to have current background checks on record with MTSU at the time of hire and/or prior to beginning work with minors. The background checks shall be paid for by the sponsor. This background check must be reviewed and approved by HRS prior to being hired and/or working with minors. No individual with a criminal history relating to children or violence, including, but not limited to, child abuse, neglect, or sex offenses may be designated as an authorized adult.

    a. When there are high school students, including prospective athletes, participating in pre-enrollment visitation, the hosting MTSU student(s) will not be required to undergo a background check.

b. Newly hired MTSU employees are required to complete the MTSU background check process at the time of hire.

c. With the exception indicated in e. below, all other individuals must complete the background check process through HRS. This includes current employees who have not previously had a background check completed or do not have a current background check, as well as all other individuals, paid or unpaid. For the purposes of this policy, a current background check means a background check that is no more than four (4) years old on the date it is submitted to HRS for review.

d. Authorized adults are required to notify HRS of an arrest (misdemeanor or felony) or conviction for an offense enumerated in the Criminal History Attestation within seventy-two (72) hours of knowledge of the arrest or conviction. The Criminal History Attestation form provides the list of arrests and/or convictions that must be disclosed. This form must be used to provide the information in writing to the Assistant Vice President of HRS. This includes any arrests or convictions that occur between the date of disclosure for a MTSU-run background check and the date work begins.

e. Authorized adults employed by a K-12 educational system, who have undergone the State of Tennessee's required background and fingerprint process, will be deemed to be in compliance with these background check requirements. It is the responsibility of the sponsor to verify that such individuals have met the state's K-12 requirements for supervision, oversight, and protection of minors.

f. A roster, including the names of the sponsor and all program staff for a particular program, must be provided to HRS, which will confirm that background checks have been done as required by this policy.

12. A Volunteer form must also be completed and submitted to HRS when utilizing unpaid and/or non-MTSU employees as program staff. Use of MTSU employees as unpaid staff must be reviewed and approved by HRS prior to the start of the program.

13. The program director must provide satisfactory evidence of compliance with the requirement of this policy at least fourteen (14) days prior to the scheduled use of MTSU property or facilities.

C. Applicable only to non-MTSU entities or individuals. In addition to the requirements and responsibilities listed in IV.A. above, the following requirements and responsibilities shall apply to programs sponsored by non-MTSU entities or individuals:

1. The sponsor must agree to indemnify MTSU and hold it harmless from any and all liabilities arising out of its use of University property and/or facilities, including, but not limited to, personal injury, property damage, court costs, and attorney fees. Such indemnity agreement shall specifically include any and all claims brought against the University for any injury to the participants including, but not limited to, child abuse and child sexual abuse/molestation.

2. In addition to any other insurance required pursuant to Policy 100 Use of Campus Property and Facilities Scheduling, sponsors shall obtain an appropriate amount of sexual abuse and molestation insurance, and must name MTSU as an additional insured. Proof of such coverage shall be provided to MTSU, along with the certificate of insurance.

3. The program director must provide satisfactory evidence of compliance with all of the requirements of this policy at least fourteen (14) days prior to the scheduled use of MTSU property or facilities, as well as sign an approved agreement for use of MTSU facilities, as may be required by Policy 100 Use of Campus Property and Facilities Scheduling, if applicable.

V. Enforcement

Violations of this policy will be subject to, but may not be limited to, the following:

A. Breach of contract (for Coaching and/or Faculty contracts).

B. Denial of Facilities Use and/or Facilities Use Agreements.

C. Disallowance of future camp sponsorships and/or co-sponsorships.

D. Other sanctions and disciplinary actions as may be deemed appropriate by the University President in consultation with Human Resources and University Counsel.

VI. Interpretation

A. Requests to amend any forms required by this policy must be approved by the Office of the University Counsel prior to distribution or use.

B. The President or designee has the final authority to interpret the terms of this policy, and to approve exceptions to the policy.

Forms:

Annual Mandatory Training for Authorized Adults: Minors on Campus
Agreement Regarding Participation in Event
Arrest and Conviction Self-Disclosure Form

Volunteer Form
Request for Exemption from Certain Requirements

Revisions: June 5, 2017; _____, 2019.

Last Reviewed: _____, 2019.

References: Policy 100 Use of Campus Property and Facilities Scheduling; MTSU Employee Safety Handbook.

**MIDDLE
TENNESSEE
STATE UNIVERSITY.**

101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities

Approved by Board of Trustees
Effective Date: _____, 2019
Responsible Division: President
Responsible Office: Office of the University Counsel
Responsible Officer: University Counsel

I. Purpose

This policy provides for appropriate supervision of minors who are involved in Middle Tennessee State University (MTSU or University) sponsored programs, programs held at MTSU, and/or programs housed in MTSU facilities.

II. Scope

A. This policy applies to programs involving minors offered by an academic or administrative unit of MTSU, or by non-MTSU individuals or groups using MTSU property or facilities subject to Policy 100 Use of Campus Property and Facilities Scheduling. Examples include, but are not limited to, athletic camps, academic camps, recreational camps, workshops, competitions, clinics, and conferences.

B. This policy does not apply to:

1. Events where parents/guardians are expected to provide supervision of the minor children, or events where the minor is accompanied by his/her parent/guardian;

2. Events designed primarily for students enrolled at MTSU;

3. An event open to the general public that is not targeted toward minors (i.e., athletic events, plays, concerts);

4. Orientation programs for prospective students, including prospective student-athletes. However, orientation programs involving overnight stays in residence halls must be registered/have entered into a use agreement with the Office of Housing and Residence Life;

5. Campus tours and visitation programs for prospective students, including prospective student-athletes. However, pre-enrollment visit programs for high school students

housed overnight in residence halls must be registered/have entered into a use agreement with the Office of Housing and Residential Life;

6. Events, such as field trips and athletic events, sponsored and supervised by a minor's school;

7. Licensed daycare centers or pre-schools affiliated with MTSU; or,

8. Single day events that begin and end between the hours of 8:00 a.m. and 4:30 p.m. Nonetheless, requirements of Policy 100 Use of Campus Property and Facilities Scheduling may apply. Additionally, and particularly for events sponsored by MTSU, the sponsor should consider Section IV.A. and B. to be best practices and, as applicable to the specific event, is urged to implement those requirements. It should be noted that the mandatory reporting of assault or abuse as set out in Section IV.A.7. is applicable to all program staff.

C. Notwithstanding its duration, events, programs, or activities held at the Recreation Center are subject to that facility's requirements, such as completion of releases of liability.

D. The Office of Event Coordination retains the discretion to impose requirements in addition to those mandated by this policy, as it deems reasonable based on the type of program.

E. Requests for Exemption.

1. The sponsor of a program may submit a request for exemption from this policy, or from any of the requirements and responsibilities set out in Section IV., by filling out the Request for Exemption from Certain Requirements form.

2. The sponsor must indicate which requirements or responsibilities the request concerns, the basis for the request, and information about the procedures to be substituted.

3. The form should then be sent to the Office of the University Counsel. The University Counsel will forward the request, along with any additional information and/or recommendations, to the Vice Presidents and Provost, who will make the determination as to whether the request should be granted or denied.

III. Definitions

A. Minor. A person under the age of eighteen (18) who is not enrolled in for-credit courses at MTSU. Students who are dually enrolled in MTSU for-credit courses, while also enrolled in high school, are not covered by this policy. As used in this policy, participant shall also refer to a minor.

B. MTSU Property or Facilities. Property or facilities under the control of MTSU.

C. Program. Programs, events, or activities offered by academic or administrative units of MTSU, or by non-MTSU individuals or groups using MTSU property or facilities subject to Policy 100 Use of Campus Property and Facilities Scheduling.

D. Sponsor. The academic or administrative unit of MTSU which offers a program, or a non-university individual or entity that contracts with MTSU to provide a program using institutional property or facilities. The sponsor is responsible for ensuring compliance with this policy. The sponsor must designate at least one adult as the program director who will be the contact point for the program.

E. Program Director. The individual designated by the sponsor who acts as the contact person with MTSU for the program.

F. Authorized Adult. Individuals, age eighteen (18) and older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in program activities, using academic, recreational, and/or residential facilities. This includes, but is not limited to, faculty, staff, volunteers, graduate students, undergraduate students, interns, employees of temporary employment agencies, and independent contractors. The authorized adults' roles may include positions such as counselors, chaperones, coaches, instructors, etc. Collectively, authorized adults may also be referred to as program staff. Authorized adults are considered to be mandatory reporters of child abuse, as defined by Tennessee law.

G. Direct Contact. Responsibilities of authorized adults including, but not limited to, the care, supervision, guidance, teaching, coaching, or control of participants.

H. One-on-One Contact. Personal, unsupervised interaction between any authorized adult and a minor without at least one (1) other authorized adult or parent/guardian being present.

IV. Program Requirements and Responsibilities

A. Applicable to all programs. The following requirements and responsibilities shall apply to all programs, whether sponsored by MTSU or a non-MTSU individual or entity:

1. The sponsor, program director, program staff, and participants are expected to abide by all federal and state laws, and rules, regulations, and policies of MTSU. Failure of an individual to do so may result in disciplinary action, if the individual is an MTSU employee; and/or removal from the program and the campus for non-compliance. MTSU reserves the right to terminate a program if, in its discretion, it is being run in an unsafe manner and/or is not complying with applicable laws, rules, regulations, and policies.

2. Sponsors, program directors, and authorized adults must make all reasonable efforts to maintain a reasonably safe environment for minors participating in programs and activities covered by this policy, including removal of minors from dangerous, or potentially dangerous, situations, irrespective of any other limitation or requirement.

3. A sponsor offering a program that involves minors shall provide adequate and appropriate care and supervision of participants associated with the program at all times. Some of the factors to consider in determining adequate supervision are the number and age of participants, the activity(ies) involved, type of housing, if applicable, and age and experience of the authorized adults.

4. It is recommended that one-on-one contact between an authorized adult and a minor be avoided to the extent possible. If the program will include activities involving one-on-one contact, the sponsor must ensure that the parent/legal guardian is specifically made aware of this fact.

5. Authorized adults involved in programs covered by this policy shall not:

   a. Have any direct electronic contact of a personal nature with minors without another adult being included in the communication.

   b. In the case of supervising minors overnight, to the extent practical, enter a minor's room, bathroom facility, or similar area without another authorized adult in attendance. In these circumstances, the adults should be of the same gender as the minor(s).

   c. Engage in abusive conduct of any kind toward, or in the presence of, a minor.

   d. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner, any minor.

   e. Pick up or drop off minors at their homes, other than the driver's child(ren), except as specifically authorized in writing by the minor's parent/guardian and the program director.

   f. Provide alcohol, tobacco, tobacco products (including e-cigarettes), or illegal drugs to any minor. Authorized adults shall not provide prescription drugs or any medication to any minor, unless specifically authorized in writing by the parent/ legal guardian as being required for the minor's care or the minor's emergency treatment.

g.   Make sexual materials, in any form, available to minors or assist them in any way in gaining access to such materials.

h.   Leave minors unattended or unsupervised.

i.   Allow minors to be supervised by other minors in violation of this policy.

j.   Allow the presence or participation of any minor other than those properly registered for the program. This includes the presence of a sponsor's or authorized adult's minor children.

6. If an allegation of inappropriate conduct has been made against an authorized adult involved in a program, he/she shall discontinue any further participation in the program until such allegation has been resolved to the satisfaction of the University.

7. Reporting assault or abuse. Each authorized adult who will be participating in a program covered by this policy shall complete annual mandatory training on the conduct requirements of this policy, on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities and the Tennessee Department of Children's Services.

a.   Reporting allegations of assault or abuse. If a participant discloses any type of assault or abuse occurring at any time previously or during the program, or an authorized adult has reason to suspect that the participant has been subject to such assault or abuse, the authorized adult, as a mandatory reporter, must inform the program director immediately, unless the authorized adult believes the program director may be involved in the allegations of assault or abuse.

b.   Together, the program director and the authorized adult must then call the Tennessee Department of Children's Services Child Abuse Hotline 1-877-237-0004 if the situation requires an emergency response. If the program director is unavailable, is suspected to be involved in the allegations of assault or abuse, or if the program director or designee does not call 1-877-237-0004, the authorized adult should immediately call that number.

c.   If a situation presents immediate danger to a minor, University Police should be called as soon as possible, followed by a call to the Tennessee Department of Children's Child Abuse Hotline 1-877-237-0004.

d.   If the report relates to a past event where there is no immediate threat to a minor (i.e., the report is based on a past event and the alleged abuser is not known to be currently in contact with minors), the program director or the authorized adult must provide written notification within forty-eight (48) hours

of filing the oral report to the <u>Department of Children's Services</u>. In addition, the program director will immediately contact University Police, if that has not already occurred.

 e. The program director should notify the appropriate senior administrator, Office of the University Counsel, and Title IX Coordinator as soon as practical, but this notification should not unreasonably delay the notification requirements outlined in the sections above.

8. The program director must provide the contact information for the University Police (615-898-2424) to each authorized adult.

9. Whenever it is learned that a participant is a victim or perpetrator of a crime, University Police (615-898-2424) must be contacted as soon as possible.

10. Appropriate safety measures, approved by the Environmental Health and Safety Office as outlined in the <u>MTSU Employee Safety Handbook,</u> must be followed.

11. If MTSU residential facilities are being used, a list of all participants and all program staff must be maintained and a copy provided to the Office of Housing and Residence Life. The list shall include the participant's name, local room assignment, gender, age, address, and phone number(s) of parent/guardian, as well as emergency contact information.

12. If applicable, the program will be required to adopt and implement rules and regulations for proper supervision of minors in MTSU housing. The following must be included:

 a. Written permission, signed by the parent/legal guardian, for the minor to reside in MTSU housing.

 b. A curfew time, which is age-appropriate for the participants, but in no case shall it be later than midnight.

 c. In-room visitation is restricted to participants of the same gender.

 d. Separate accommodations for adults and minors are required, other than the minors' parents/legal guardians.

 e. Neither the Program Director nor any Authorized Adult may bring a minor child with him/her who is not a properly registered participant in the program.

    f.   Guests of participants (other than a parent/legal guardian and other same gender program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.

    g.   The program must comply with all security measures and procedures specified by the Office of Housing and Residential Life and University Police.

    h.   Doors in residence halls must not be propped open at any time.

B.   Applicable to only MTSU-sponsored programs. In addition to the requirements and responsibilities listed in IV.A. above, the following shall apply to programs sponsored by MTSU. It is suggested that non-MTSU sponsors consider complying with, or implementing, these requirements as a best practice:

1.   A list of all participants and program staff must be maintained by the sponsor and program director. The list shall include the participant's name, local room assignment (if applicable), gender, age, address, and phone number(s) of parent/guardian, as well as emergency contact information. The list of program staff shall include the individual's M number, if applicable, and contact information, and must be provided to the Office of Human Resource Services (HRS) as specified in 11.f. below. The list shall be maintained by the sponsor for a period of one (1) year following the conclusion of the program. Maintaining copies in electronic format is permitted.

2.   The Agreement Regarding Participation in Event form, which includes provisions regarding acknowledgement of risk, release of liability and hold harmless, medical release, permission to use University housing, and image consent must be completed and signed by the parent/legal guardian of each participant as part of the program registration process. Sponsor must obtain the executed form prior to a minor's participation in the program, and must maintain the document for a period of one (1) year following the conclusion of the program. Maintaining copies in electronic format is permitted. No such information gathered shall be disclosed, except as may be required by law.

3.   The sponsor must establish a procedure for the notification of the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Authorized adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.

4.   Participants' parents/legal guardians must be provided information detailing the manner in which the participant can be contacted during the program.

5. Parents/legal guardians must be provided with information related to storage of participants' medication and the administration of any such medicine.

   a. Personal epi pens and inhalers may be carried by the participant during activities.

   b. If an issue arises related to the need for access to medications, the program director must consult with Health Services and/or Disability Access Center to discuss the possibility of reasonable accommodations.

6. The sponsor must arrange for access to emergency medical services at all locations. Medical care appropriate for the nature of the program activities, expected attendance, and other variables should be considered.

7. Guidance from Health Services concerning communicable diseases must be followed.

8. Rules and disciplinary measures applicable to the program must be developed and provided to the participants and their parents/legal guardians. Participants and program staff must abide by all MTSU policies and procedures and may be removed from the program for non-compliance with rules. The following must be included in program rules:

   a. The possession or use of alcohol, drugs, tobacco, tobacco products including e-cigarettes, fireworks, guns, and other weapons is prohibited.

   b. The parking of staff and participant vehicles must be in accordance with MTSU parking regulations.

   c. Rules and procedures governing when, and under what circumstances, participants may leave MTSU property during the program.

   d. No violence, including sexual misconduct or harassment, will be tolerated.

   e. Hazing of any kind is prohibited. Bullying, including verbal, physical, and cyber bullying, is prohibited.

   f. No theft of property, regardless of owner, will be tolerated.

   g. Misuse of, or damage to, MTSU property is prohibited. Charges will be assessed against those participants who are responsible for damage to, or misuse of, MTSU property.

h. The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.

9. An authorized adult must be accessible to participants at all times. The authorized adult must reside in the housing unit, if applicable. Additional authorized adults will be assigned to ensure appropriate levels of supervision are implemented.

10. Require the program to provide authorized adults to provide on-site supervision throughout the duration of the program in accordance with the following:

    a. The minimum ratio of authorized adults to participants should meet the following:

       One (1) authorized adult for every eight (8) participants ages four (4) and five (5);

       One (1) authorized adult for every ten (10) participants ages six (6) to fourteen (14);

       One (1) authorized adult for every twenty-five (25) participants ages fifteen (15) to seventeen (17).

    b. In addition to the requirements in Section IV.A.7. concerning reporting assault or abuse, training for authorized adults provided by the sponsor must include, at a minimum, information about responsibilities and expectations; applicable policies and procedures; appropriate crisis/emergency responses; safety and security precautions; and confidentiality issues for the specific program or activity.

    c. Responsibilities of the authorized adults must include, at a minimum, informing participants about safety and security procedures, MTSU rules, rules established by the program, and behavioral expectations. The program director is responsible for following and enforcing all rules and must be able to provide this information to participants and be able to respond to emergency(ies).

11. All authorized adults are required to have current background checks on record with MTSU at the time of hire and/or prior to beginning work with minors. The background checks shall be paid for by the sponsor. This background check must be reviewed and approved by HRS prior to being hired and/or working with minors. No individual with a criminal history relating to children or violence, including, but not limited to, child abuse, neglect, or sex offenses may be designated as an authorized adult.

    a. When there are high school students, including prospective athletes, participating in pre-enrollment visitation, the hosting MTSU student(s) will not be required to undergo a background check.

b. Newly hired MTSU employees are required to complete the MTSU background check process at the time of hire.

c. With the exception indicated in e. below, all other individuals must complete the background check process through HRS. This includes current employees who have not previously had a background check completed or do not have a current background check, as well as all other individuals, paid or unpaid. For the purposes of this policy, a current background check means a background check that is no more than four (4) years old on the date it is submitted to HRS for review.

d. Authorized adults are required to notify HRS of an arrest (misdemeanor or felony) or conviction for an offense enumerated in the Criminal History Attestation within seventy-two (72) hours of knowledge of the arrest or conviction. The Criminal History Attestation form provides the list of arrests and/or convictions that must be disclosed. This form must be used to provide the information in writing to the Assistant Vice President of HRS. This includes any arrests or convictions that occur between the date of disclosure for a MTSU-run background check and the date work begins.

e. Authorized adults employed by a K-12 educational system, who have undergone the State of Tennessee's required background and fingerprint process, will be deemed to be in compliance with these background check requirements. It is the responsibility of the sponsor to verify that such individuals have met the state's K-12 requirements for supervision, oversight, and protection of minors.

f. A roster, including the names of the sponsor and all program staff for a particular program, must be provided to HRS, which will confirm that background checks have been done as required by this policy.

12. A Volunteer form must also be completed and submitted to HRS when utilizing unpaid and/or non-MTSU employees as program staff. Use of MTSU employees as unpaid staff must be reviewed and approved by HRS prior to the start of the program.

13. The program director must provide satisfactory evidence of compliance with the requirement of this policy at least fourteen (14) days prior to the scheduled use of MTSU property or facilities.

C. Applicable only to non-MTSU entities or individuals. In addition to the requirements and responsibilities listed in IV.A. above, the following requirements and responsibilities shall apply to programs sponsored by non-MTSU entities or individuals:

1. The sponsor must agree to indemnify MTSU and hold it harmless from any and all liabilities arising out of its use of University property and/or facilities, including, but not limited to, personal injury, property damage, court costs, and attorney fees. Such indemnity agreement shall specifically include any and all claims brought against the University for any injury to the participants including, but not limited to, child abuse and child sexual abuse/molestation.

2. In addition to any other insurance required pursuant to Policy 100 Use of Campus Property and Facilities Scheduling, sponsors shall obtain an appropriate amount of sexual abuse and molestation insurance, and must name MTSU as an additional insured. Proof of such coverage shall be provided to MTSU, along with the certificate of insurance.

3. The program director must provide satisfactory evidence of compliance with all of the requirements of this policy at least fourteen (14) days prior to the scheduled use of MTSU property or facilities, as well as sign an approved agreement for use of MTSU facilities, as may be required by Policy 100 Use of Campus Property and Facilities Scheduling, if applicable.

V. Enforcement

Violations of this policy will be subject to, but may not be limited to, the following:

A. Breach of contract (for Coaching and/or Faculty contracts).

B. Denial of Facilities Use and/or Facilities Use Agreements.

C. Disallowance of future camp sponsorships and/or co-sponsorships.

D. Other sanctions and disciplinary actions as may be deemed appropriate by the University President in consultation with Human Resources and University Counsel.

VI. Interpretation

A. Requests to amend any forms required by this policy must be approved by the Office of the University Counsel prior to distribution or use.

B. The President or designee has the final authority to interpret the terms of this policy, and to approve exceptions to the policy.

Forms:

Annual Mandatory Training for Authorized Adults: Minors on Campus
Agreement Regarding Participation in Event
Arrest and Conviction Self-Disclosure Form

Volunteer Form
Request for Exemption from Certain Requirements

Revisions: June 5, 2017; _____, 2019.

Last Reviewed: _____, 2019.

References: Policy 100 Use of Campus Property and Facilities Scheduling; MTSU Employee Safety Handbook.

620 Campus Master Plan

Approved by Board of Trustees
Effective Date: _____, 2019
Responsible Division: Business and Finance
Responsible Office: Campus Planning
Responsible Officer: Assistant Vice President, Campus Planning

I. Purpose

This policy sets forth the responsibilities relative to the Middle Tennessee State University's (MTSU or University) Campus Master Plan, which provides guidance for future development of the physical campus necessary to provide quality instructional and service facilities.

II. Campus Master Plans

A. The campus master plan should be internally reviewed by Campus Planning staff at least every two (2) years.

If an update to the existing master plan is deemed necessary and approved by the President and the Board of Trustees (Board), the University should document the need and initiate retainage of a professional consultant according to State Building Commission (SBC) and Tennessee Higher Education Commission (THEC) Policy.

B. New campus master plans and updates shall be prepared by professional consultants appointed by the SBC. The new master plan or master plan update shall be approved by the Board, submitted to THEC for review and comment, and approved by the SBC.

C. A new campus master plan or campus master plan update must be completed by the University at least once every ten (10) years.

D. The development, execution, timeliness, and scope of campus master plans shall be performed in accordance with current THEC Master Plan Guidelines.

E. New building construction or additions should be addressed in the campus master plan prior to the submission for funding to THEC.

F. The costs of obtaining consultant services for campus master plans should be funded by the University.

G. The content of the campus master plan includes, but is not limited to, the following items:

1. Academic mission;

2. Enrollment;

3. Student services;

4. Capital projects;

5. Parking;

6. Space need, as defined by THEC's Space Allocation Guidelines and space utilization;

7. Land acquisition and disposal; and

8. Site, environmental, and utility issues.

Forms: none.

Revisions: June 12, 2018 (original) to be effective July 1, 2018; _____, 2019.

Last Reviewed: _____, 2019.

References: THEC Policy F4.1, THEC Master Plan Guidelines, T.C.A. § 49-7- 202, § 49-7-1002, § 49-8-203.

MIDDLE TENNESSEE STATE UNIVERSITY.

620 Campus Master Plan

Approved by Board of Trustees
Effective Date: _____, **2019**
Responsible Division: Business and Finance
Responsible Office: Campus Planning
Responsible Officer: Assistant Vice President, Campus Planning

I. Purpose

This policy sets forth the responsibilities relative to the Middle Tennessee State University's (MTSU or University) Campus Master Plan, which provides guidance for future development of the physical campus necessary to provide quality instructional and service facilities.

II. Campus Master Plans

    A. The campus master plan should be internally reviewed by Campus Planning staff at least every two (2) years.

       If an update to the existing master plan is deemed necessary and approved by the President and the Board of Trustees (Board), the University should document the need and initiate retainage of a professional consultant according to State Building Commission (SBC) and Tennessee Higher Education Commission (THEC) Policy.

    B. New campus master plans and updates shall be prepared by professional consultants appointed by the SBC. The new master plan or master plan update shall be approved by the Board, submitted to THEC for review and comment, and approved by the SBC.

    C. A new campus master plan or campus master plan update must be completed by the University at least once every ten (10) years.

    D. The development, execution, timeliness, and scope of campus master plans shall be performed in accordance with current THEC Master Plan Guidelines.

    E. New building construction or additions should be addressed in the campus master plan prior to the submission for funding to THEC.

Deleted: Facility

Deleted: July 1, 2018

Deleted: c

Deleted: facility

Deleted: m

Deleted: p

Deleted: Facility

Deleted: facility

Deleted: facility

Deleted: facility

F. The costs of obtaining consultant services for campus master plans should be funded by the University.

G. The content of the campus master plan includes, but is not limited to, the following items:

1. Academic mission;

2. Enrollment;

3. Student services;

4. Capital projects;

5. Parking;

6. Space need, as defined by THEC's Space Allocation Guidelines and space utilization;

7. Land acquisition and disposal; and

8. Site, environmental, and utility issues.

Forms: none.

Revisions: June 12, 2018 (original) to be effective July 1, 2018; _____, 2019.

Last Reviewed: _____, 2019.

References: THEC Policy F4.1, THEC Master Plan Guidelines, T.C.A. § 49-7- 202, § 49-7-1002, § 49-8-203.

622 Acquisition and Disposal of Real Property

Approved by Board of Trustees
Effective Date: _____, 2019
Responsible Division: Business and Finance
Responsible Office: Campus Planning
Responsible Officer: Assistant Vice President, Campus Planning

I. Purpose

This policy establishes procedures for the acquisition and disposal of real property at Middle Tennessee State University (MTSU or University).

II. Introduction

A. Authorization. Pursuant to T.C.A. § 49-8-203(a)(3), the University has the authority, whether by gift or purchase, to acquire and dispose of real property, condemn land, and to receive donations of property. See Policy 135 Solicitation and Acceptance of Gifts.

B. Title of Property Acquired. Property that is acquired shall be titled in the name of the State of Tennessee for the use and benefit of the University.

C. All proposed acquisitions or disposals of real property, in any manner, shall be subject to the approval of the President. Any acquisitions or disposals that are outside of the Campus Master Plan acquisition area or require an amendment to the Campus Master Plan shall require Board approval.

III. Procedures

A. The approval of land acquisition by purchase or condemnation shall be subject to the following procedures:

1. The University shall submit to the Board and the Tennessee Higher Education Commission (THEC), for consideration and approval, a campus master plan or an amended master plan which indicates land acquisition needs.

2. Upon approval of the campus master plan or an amendment to the campus master plan, the University may request a land acquisition by submitting the proper

documentation for each proposed acquisition to State of Tennessee Real Estate Asset Management Division (STREAM).The property acquisition or disposal request will be submitted by the University to the State Building Commission (SBC) Executive Sub-Committee (ESC) for approval and shall be done in accordance with procedures established by the State Building Commission (SBC) By-laws, Policy and Procedure Item 8,. T.C.A. §§ 4-15-102, 12-2-112 and 49-8-111.

After SBC ESC approval, STREAM staff will obtain a title commitment, an appraisal, option to purchase property, survey, and an Environmental Site Assessment Phase I report.

If an option to purchase property is signed by the seller, it will be submitted to the President for final approval to proceed with transaction through STREAM. If negotiations fail, the University may request that condemnation proceedings commence for acquisition of the property.

If acquisition of the property by purchase is approved, STREAM will be responsible for recording the warranty deed and forwarding the deed and title insurance to the University.

B. Gift Property. Acquisition of any interest in real property by gift or devise that obligates the University, or State of Tennessee to expend State of Tennessee funds for capital improvements or continuing operating expenditures shall be approved by the SBC Executive Sub-committee in accordance with T.C.A. § 4-15- 102(d)(2), prior to acceptance by the University. See Policy 135 Solicitation and Acceptance of Gifts.

IV. Inspection

Facilities evaluations and environmental identification inspections shall be conducted according to STREAM requirements.

V. Relocation Assistance

Persons, businesses, farms, and non-profit organizations relocated by State real property acquisition projects are eligible for relocation assistance in accordance with the provisions of T.C.A. § 13-11-101 et seq., and the Federal Uniform Relocation Assistance and Land Acquisition Policies Act of 1970, as administered by the Department of Finance and Administration.

VI. Proceeds from Sale of Real Property

A. The receipts from the sale or conveyance of real property shall be deposited in the capital outlay fund of the selling institution in accordance with T.C.A. § 49-8-111.

B. However, if the receipts are the result of a devise or gift which designated the purpose of the gift for a particular use, any funds from a sale or conveyance of the property may be transferred from the capital outlay fund of the selling institution to the appropriate account in order to effectuate the donor's intent.

Forms: none.

Revisions: June 12, 2018 (original) to be effective July 1, 2018; _____, 2019.

Last Reviewed: _____, 2019.

References: SBC By-laws, Policy and Procedure Item 8, T.C.A. §§ 4-15-102; 12-2-112; 49-8-111; § 49-8-203(a)(3); Policy 135 Solicitation and Acceptance of Gifts.

**MIDDLE
TENNESSEE
STATE UNIVERSITY.**

622 Acquisition and Disposal of Real Property

Approved by Board of Trustees
Effective Date: _____, 2019
Responsible Division: Business and Finance
Responsible Office: Campus Planning
Responsible Officer: Assistant Vice President, Campus Planning

	Deleted: July 1, 2018

I. Purpose

This policy establishes procedures for the acquisition and disposal of real property at Middle Tennessee State University (MTSU or University).

II. Introduction

A. Authorization. Pursuant to T.C.A. § 49-8-203(a)(3), the University has the authority, whether by gift or purchase, to acquire and dispose of real property, condemn land, and to receive donations of property. See Policy 135 Solicitation and Acceptance of Gifts.

B. Title of Property Acquired. Property that is acquired shall be titled in the name of the State of Tennessee for the use and benefit of the University.

	Deleted: MTSU Board of Trustees (Board)

C. All proposed acquisitions or disposals of real property, in any manner, shall be subject to the approval of the President. Any acquisitions or disposals that are outside of the Campus Master Plan acquisition area or require an amendment to the Campus Master Plan shall require Board approval.

III. Procedures

A. The approval of land acquisition by purchase or condemnation shall be subject to the following procedures:

1. The University shall submit to the Board and the Tennessee Higher Education Commission (THEC), for consideration and approval, a campus master plan or an amended master plan which indicates land acquisition needs.

2. Upon approval of the campus master plan or an amendment to the campus master plan, the University may request a land acquisition by submitting the proper

documentation for each proposed acquisition to State of Tennessee Real Estate Asset Management Division (STREAM).The property acquisition or disposal request will be submitted by the University to the State Building Commission (SBC) Executive Sub-Committee (ESC) for approval and shall be done in accordance with procedures established by the State Building Commission (SBC) By-laws, Policy and Procedure Item 8,. T.C.A. §§ 4-15-102, 12-2-112 and 49-8-111.

After SBC ESC approval, STREAM staff will obtain a title commitment, an appraisal, option to purchase property, survey, and an Environmental Site Assessment Phase I report.

If an option to purchase property is signed by the seller, it will be submitted to the President for final approval to proceed with transaction through STREAM. If negotiations fail, the University may request that condemnation proceedings commence for acquisition of the property.

If acquisition of the property by purchase is approved, STREAM will be responsible for recording the warranty deed and forwarding the deed and title insurance to the University.

B. Gift Property. Acquisition of any interest in real property by gift or devise that obligates the University, or State of Tennessee to expend State of Tennessee funds for capital improvements or continuing operating expenditures shall be approved by the SBC Executive Sub-committee in accordance with T.C.A. § 4-15- 102(d)(2), prior to acceptance by the University. See Policy 135 Solicitation and Acceptance of Gifts.

IV. Inspection

Facilities evaluations and environmental identification inspections shall be conducted according to STREAM requirements.

V. Relocation Assistance

Persons, businesses, farms, and non-profit organizations relocated by State real property acquisition projects are eligible for relocation assistance in accordance with the provisions of T.C.A. § 13-11-101 et seq., and the Federal Uniform Relocation Assistance and Land Acquisition Policies Act of 1970, as administered by the Department of Finance and Administration.

VI. Proceeds from Sale of Real Property

A. The receipts from the sale or conveyance of real property shall be deposited in the capital outlay fund of the selling institution in accordance with T.C.A. § 49-8-111.

Deleted: STREAM

Deleted: for submission

B. However, if the receipts are the result of a devise or gift which designated the purpose of the gift for a particular use, any funds from a sale or conveyance of the property may be transferred from the capital outlay fund of the selling institution to the appropriate account in order to effectuate the donor's intent.

Forms: none.

Revisions: June 12, 2018 (original) to be effective July 1, 2018;_____, 2019.

Last Reviewed:_____, 2019.

> **Deleted:** July 2018

References: SBC By-laws, Policy and Procedure Item 8, T.C.A. §§ 4-15-102; 12-2-112; 49-8-111; § 49-8-203(a)(3); Policy 135 Solicitation and Acceptance of Gifts.

Middle Tennessee State University
Board of Trustees

MEETING: Fall Quarterly Board Meeting

SUBJECT: **Board Secretary Report**

DATE: September 18, 2019

PRESENTER: Heidi Zimmerman
                                  Board Secretary

- Policy Revisions
- Rule Status Update

Middle Tennessee State University
Board of Trustees

MEETING: Fall Quarterly Board Meeting

DATE: September 18, 2019

SUBJECT: **Board Secretary Report**

BACKGROUND INFORMATION:

The Board Secretary was delegated limited authority to make minor technical revisions in policies with the condition that a report be made to the Board of Trustees concerning what revisions were made.

Policy	Date Edited	Explanation
641 Student Fees-Incidental Charges and Refunds	8/15/2019	Changed title of policy referenced within this policy from "501 Classifying Students In-State and Out-of-State for Paying University Fees and Tuition and for Admission Purposes" to "501 Residency Classification" when 501 name change became effective on 8/15/19.