Tennessee College of Applied Technology
OF APPLIED TECHNOLOGY
KNOXVILLE

Instructor and Staff Handbook

Tennessee College of Applied Technology
Knoxville

Instructor and Staff
Handbook

MAIN CAMPUS:

1100 Liberty Street
Knoxville, Tennessee 37919
Phone (865) 546-5567   Fax (865) 971-4474
www.tcatknoxville.edu

INSTRUCTIONAL SERVICE CENTERS:

Anderson County Career and Technical Center
140 Maverick Circle
Clinton, TN 37716

Oak Ridge High School
1450 Oak Ridge Turnpike
Oak Ridge, TN 37830

Pellissippi State Community College – Strawberry Plains
7201 Strawberry Plains Pike
Knoxville, TN 37914

South Doyle High School
2020 Tipton Station Road
Knoxville, TN 37920

Tennessee College of Applied Technology Knoxville is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Director of the Tennessee College of Applied Technology Knoxville, 1100 Liberty Street, Knoxville, TN 37919, 865-546-5567, kasey.vatter@tcatknoxville.edu.

Additionally, the Tennessee College of Applied Technology Knoxville's Title IX Coordinator, designated to monitor and oversee Title IX complaints, may be contacted at: Tennessee College of Applied Technology Knoxville, 1100 Liberty Street, Knoxville, TN 37919, 865-546-5567, kasey.vatter@tcatknoxville.edu.

WELCOME!! The Tennessee College of Applied Technology Knoxville (TCAT Knoxville) is one of 46 institutions in the Tennessee Board of Regents (TBR) System, the seventh largest system of higher education in the nation. TBR is comprised of thirteen community colleges and 27 technical colleges in the state of Tennessee.

The Tennessee College of Applied Technology Knoxville was founded in 1966 by the State Board of Education. The Knoxville school was opened by the Knoxville City School System under contract with the Tennessee Board of Education from 1966-1984. In 1984, the operation was assumed by the Tennessee Board of Regents.

The Tennessee College of Applied Technology Knoxville has served thousands of area citizens and the local community by providing job training and placement. To prepare students for numerous career options, TCAT faculty use industry standards and advanced training equipment. TCAT Knoxville recognizes that a strong academic framework is important in learning the increasingly complex skills required by today's workforce. TCAT Knoxville's primary aim is to work with every individual student to foster a foundation of leadership, service and teamwork.

With initiatives such as the Tennessee Promise and Tennessee Reconnect, it is critical for community stakeholders and leaders to develop partnership strategies in order to provide greater access to post-secondary education opportunities.

We thank you for being part of the Tennessee College of Applied Technology Knoxville community!

Sincerely,

Dwight Murphy, Director

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INTRODUCTION

This Employee Handbook provides a summary of employee guidelines and benefits with respect to your employment at Tennessee College of Applied Technology- Knoxville (TCAT-Knoxville). It does not cover all aspects of your employment with TCAT. Detailed information regarding all Policies and Guidelines can be found at www.tbr.edu . You are responsible for reading and understanding this Employee Handbook. If you have any questions, please discuss them with your supervisor. All employees will receive a new employee orientation to review the employee handbook and available benefits.

The TCAT- Knoxville has established some additional guidelines and procedures appropriate to this campus. Please learn those guidelines and procedures and observe them at all times. They are established for your benefit and that of the campus and our students.

This Employee Handbook replaces any earlier TCAT-Knoxville Employee Handbook. In addition, this Handbook may be revised from time to time, as needed, without prior notice as business, employment, legislative and/or economic conditions dictate. Any such revisions apply to existing as well as future employees. Revisions will be made as they are approved; the Director receives notice of all revisions to Policy and/or Guidelines and appropriate changes will be made to this document.

Only the Director or his/her designee may alter or modify any of the provisions of this Employee Handbook. Statements or promises by an administrator, supervisor, or staff member may not be interpreted as a change in policy and do not constitute an agreement with an employee.
In the event of a conflict between campus policies and this Handbook, the Tennessee Board of Regents Policies and Guidelines will govern. When Tennessee Board of Regents Policies and Guidelines are changed, they supersede the information in the TCAT-Knoxville Employee Handbook.

This Handbook is not a contract or any part of a contract of employment, express or implied. This is a general publication prepared for all TCAT Knoxville employees.

MISSION

The Tennessee Colleges of Applied Technology serve as the premier suppliers of workforce development throughout the State of Tennessee. The Colleges fulfill their mission by:

- Providing competency-based training through superior quality, traditional and distance learning instruction methods that qualify completers for employment and job advancement;
- Contributing to the economic and community development of the communities served by training and retraining employed workers;
- Ensuring that programs and services are economical and accessible to all residents of Tennessee;
- Building relationships of trust with community, business, and industry leaders to supply highly skilled workers in areas of need

PURPOSE AND OBJECTIVE

The objectives of the programs offered by the Tennessee Colleges of Applied Technology are to:
- Give students the opportunity to acquire marketable skills for entry into the labor market, or upgrade present skills and knowledge of persons already employed.
- Incorporate appropriate work habits and attitudes into the occupational program.
- Meet the present and anticipated needs of the business and industrial community.
- Meet student needs by utilizing open-entry enrollment.
- Permit students to begin on an individual level. Pace and progress will be measured against the curriculum's customary hours, and students will exit when specified competencies are met. Instructional methods are individualized and competency-based.

GOVERNANCE

The Tennessee Colleges of Applied Technology are governed by the **Tennessee Board of Regents (TBR)** system. The TBR is among the nation's largest higher education systems, governing 46 post-secondary educational institutions. The TBR system is comprised of six universities, thirteen community colleges, and twenty-seven technology colleges, and enrolls more than eighty percent of all Tennessee students attending public institutions of higher education.

Acting Chancellor David Gregory and Vice Chancellor James King
Tennessee Board of Regents
1415 Murfreesboro Road, Suite 314
Nashville, TN 37217
http://www.tbr.edu

The activities of the Tennessee Board of Regents System are coordinated with the **Tennessee Higher Education System (THEC)** in an effort to achieve unity in the programs of higher education in Tennessee.

Executive Director Russ Deaton
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243
https://www.tn.gov/thec/

ACCREDITATION

Tennessee College of Applied Technology is accredited by the **Commission of the Council on Occupational Education (COE)**.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3968
http://www.council.org

The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

Reporting Fraud or Waste

State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, the Tennessee College of Applied Technology Knoxville (TCAT) is committed to the responsible stewardship of our resources.

Complaints of fraud, waste, or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste, and Abuse at 1-800-232-5454.

TENNESSEE BOARD OF REGENTS POLICIES

The Board of Regents has established policies and guidelines that are implemented on a system-wide basis. Both policies and guidelines work their way through the appropriate sub-council or sub-councils, then go to the presidents' council for approval. Approval at that level is all that is required to establish guidelines, which generally describe the process of policy implementation. Policies themselves must go on to the full board for consideration after being approved by the presidents' council.

All TBR Institutions are required to follow system policies and guidelines and incorporate them into their campus policies and guidelines. As the need arises, policies and guidelines are updated and re-posted to the website (https://policies.tbr.edu/).

The following index is provided as an aid to finding the correct policy or guideline.

Policies:

- 1 = Governance, Organization, and General (1:01:00:00, etc.)
  - https://policies.tbr.edu/policies/governance-organization-and-general-policies
- 2 = Academic (2:01:00:00, etc.)
  - https://policies.tbr.edu/policies/academic-policies
- 3 = Student (3:01:00:00, etc.)
  - https://policies.tbr.edu/policies/student-policies
- 4 = Business and Finance (4:01:00:00, etc.)
  - https://policies.tbr.edu/policies/business-and-finance-policies
- 5 = Personnel (5:01:00:00, etc.)
  - https://policies.tbr.edu/policies/personnel-policies
- 6 = Sexual Discrimination/Harassment/Misconduct (6:01:00:00, etc.)
  - https://policies.tbr.edu/policies/sexual-discriminationharassmentmisconduct
- 7 = Safety and Security (7:01:00:00, etc.)
  - https://policies.tbr.edu/policies/safety-and-security

Guidelines:

- A = Academic (A-010, etc.)
  - https://policies.tbr.edu/guidelines/academic-guidelines
- B = Business and Finance (B-010, etc.)
  - https://policies.tbr.edu/guidelines/business-and-finance-guidelines
- G = General (G-010, etc.)
  - https://policies.tbr.edu/guidelines/general-guidelines
- P = Personnel (P-010, etc.)
  - https://policies.tbr.edu/guidelines/personnel-guidelines
- S = Student (S-010, etc.)
  - http://www.pstcc.edu/departments/business_finance/payables/travelindex.html
- TCAT = Tennessee Colleges of Applied Technology (TCAT-010, etc.)
  - https://policies.tbr.edu/guidelines/tennessee-colleges-applied-technology

ADMINISTRATIVE STAFF
Administration

Dwight Murphy	Director
Kasey Vatter	Assistant Director
Patrick Wade	Assistant Director
Cindy Eckert	Finance/HR Coordinator
Linda Hafley	Allied Health Coordinator
Jerry Hodge	Compliance/Curriculum Coordinator

Student Services Department

Yolanda Williams	Student Services Coordinator
Misty West	Student Services Counselor
Lakita Curtis	Recruiter/High School Counselor
Susan Reece	Student Records
Lucille Dykes	Student Services Receptionist
Zane Lauderdale	Allied Health Administrative Support

Financial Aid Department

Mary Tullock	Financial Aid Manager
Melissa Reynolds	Financial Aid Assistant
Keana Gordon	Financial Aid Assistant

Business Office

Lisa Allen	Financial Support Associate
Nancy Richmond	Financial Support Associate
Danielle Davis	Bookkeeper, Adult Education Program

Maintenance Department

Tim Corum	Facilities Coordinator
Robert Carver	Maintenance Worker
Charles Glandon	Maintenance Worker
Bradley Jones	Maintenance Worker
Kevin Nies	Maintenance Worker
Antonio Perkins	Maintenance Worker

IT Department

Tim Blais	Computer Operations Specialist
Stephen Sikorski	Information Technology Specialist

PROGRAMS OF STUDY

Administrative Office Technology	Industrial Electricity
Automotive Technology	Industrial Maintenance/Mechatronics Technology
Certified Nursing Assistant	Machine Tool Technology
Collision Repair Technology	Medical Assistant
Computer Information Technology	Medical Office Information Technology
Cosmetology	Pipefitting and Plumbing Technology
Dental Assistant	Practical Nursing
Diesel Powered Equipment Technology	Surgical Technology
Heating, Ventilation, Air Conditioning and	Truck Driving
Refrigeration	Welding

ORGANIZATIONAL CHART
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY KNOXVILLE

2016-17

CHANCELLOR

VICE CHANCELLOR

DIRECTOR

ASSISTANT DIRECTOR

ASSISTANT DIRECTOR

COORDINATOR FINANCE & HR
Budget
Purchasing
Human Resources
Business Office

COORDINATOR FINANCIAL AID
Financial Aid

ALLIED HEALTH COORDINATOR
Allied Health Programs
Part-time Evening Programs
Nursing
Instructors

FACILITIES COORDINATOR
Facilities
Custodial Services
IT Department
Maintenance

INDUSTRIAL TRAINING
Special Industry Training
Night Programs
Shop Curriculum & Equipment
Off campus programs

RECRUITMENT
Marketing
Recruiting
Secondary Partnerships

STUDENT SERVICES
Counselors
Student Records

PROGRAMS
MOIT
AOT
CIT
COSMO
Tech Foundations
Classroom
Curriculum

PROGRAMS

Automotive	Ind. Electricity
Collision Repair	Ind. Maintenance
Diesel	Machine Tool
Truck Driving	HVAC
Pipefitting	Welding

EMPLOYEE BENEFITS

The Tennessee Board of Regents (TBR) offers eligible employees a comprehensive benefits package that includes the following:
- Health, dental, and life insurance
- Retirement savings programs that include your choice of two employer-paid plans as well as three deferred compensation savings plans
- An employee assistance program
- Educational assistance programs
- Time off benefits, including annual leave and sick leave
- Optional or voluntary benefits, including a flexible spending account, long-term disability, long-term care insurance, and cancer and intensive care insurance

Changes in benefits may be made during the annual enrollment transfer period, which takes place annually in the fall.

TIME OFF AND LEAVE

Annual Leave
Provides all regular full-time and part-time employees with regular periods of rest and relaxation away from the work environment and recognizes length of service. Annual leave must be approved in advance by the employee's direct supervisor. Faculty and instructional staff are encouraged to take annual leave during student break times. Professional and support staff are encouraged to take annual leave in coordination with their respective department head to ensure appropriate coverage in their department at all times.
https://policies.tbr.edu/policies/annual-leave

Sick Leave
Protects all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to pregnancy, and provides time off to employees in the event of serious illness or death of certain family members. Faculty and instructional staff are expected to have daily lesson plans available in advance in the event that they are unexpectedly out due to illness, injury or incapacity. An employee must notify their direct supervisor immediately if they will be out sick.
https://policies.tbr.edu/policies/sick-leave

Bereavement Leave
Provides all regular, full-time and part-time employees time off without loss of pay due to the death of an immediate family member.
https://policies.tbr.edu/policies/bereavement-leave

Family, Medical, and Servicemember Leave
In compliance with the Family and Medical Leave Act of 1993, as amended, ("FMLA" or "the Act") it is the policy of the Tennessee Board of Regents ("TBR") to provide eligible employees up to 12 workweeks of leave during a 12-month period for family or medical leave, to "eligible" employees for certain family and medical reasons.

In order to be eligible for FMLA, an employee must work for at least 12 months and work at least 1,250 hours during the year preceding the start of the leave. The determination of whether the employee meets the eligibility criteria for FMLA is based on the amount of service possessed by the employee as of the

date the leave actually begins. Access the TBR Policy 5:01:01:14 on Family, Medical and Servicemember Leave for complete information.

FMLA qualifying events include: Birth of a child, adoption, to care for the employee's spouse, son, daughter, or parent with a serious health condition, or the employee's own serious health condition.

A serious health condition is defined as: Any hospitalization, pregnancy, anytime a physicians certification has been completed certifying a serious health condition, or any definition stated in TBR Policy 5:01:01:14 on Family, Medical and Servicemember Leave.
https://policies.tbr.edu/policies/family-medical-and-servicemember-leave

Military Leave
All employees who are members of any reserve component of the armed forces of the United States or of the Tennessee National Guard shall be entitled to a leave of absence from their duties for all periods of military service during which they are engaged in the performance of duty or training in the service of this State, or of the United States, under competent orders as stipulated in U.S.C. Title 38, § 4311-4318 and T.C.A. § 8-33-101 through 8-33-109 and 58-1-106.
https://policies.tbr.edu/policies/military-leave-policy

Civil Leave
Any employee, except for a temporary employee with a contract of less than six (6) months, shall be granted civil leave when, in obedience to a subpoena or direction by proper authority, the employee appears as witness for the Federal government, the State of Tennessee, or a political subdivision of the State, or when it is necessary to attend any court in connection with official duties or serve on a jury in any State or Federal Court.
https://policies.tbr.edu/policies/civil-leave

Voting Leave
Provides employees time off to vote in state, national, and local elections and to establish a procedure for reporting the time missed from work.
https://policies.tbr.edu/policies/voting-leave

Educational Leave
Provides time off to regular TBR employees to continue their education and/or participate in research, grants, or fellowships on a full-time basis.
https://policies.tbr.edu/policies/educational-leave

Disaster Relief Service Leave
In accordance with TCA § 8-50-810, a regular employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for up to fifteen (15) work days each calendar year to participate in specialized disaster relief services for the American Red Cross.
https://policies.tbr.edu/policies/disaster-relief-service-leave

Holiday
All universities, community colleges, and TCATs under the governance of the Tennessee Board of Regents will observe a maximum of seven holidays per year and six additional administrative closing days as specified in Policy 5:01:01:11.
https://policies.tbr.edu/policies/holidays

EDUCATIONAL ASSISTANCE

The Tennessee Board of Regents is committed to the need for the continued professional growth and development of employees. Providing educational assistance for personnel and their dependents is an important vehicle for addressing that need. The availability of programs for TBR employees and dependents is subject to funds being budgeted and available within the institution/technology center/central office.

The Office of Human Resources is responsible for the administration of the various programs with the exception of the program for dependents of veterans (B-061) and two programs offered to general state employees and the dependents of licensed teachers and state employees (B-062). Exceptions to the provisions of the programs for TBR employees can be made upon recommendation of the president/director and approval by the chancellor.

Types of Support for Educational Assistance
Complete eligibility information is contained within each guideline. The programs are as follows:

P-130: Educational Assistance for TBR Employees
https://policies.tbr.edu/guidelines/educational-assistance-tbr-system-employees
- Faculty or Administrative/Professional Staff Grant-in-Aid Program
- Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program
- Employee Audit/Non-credit Program
- Clerical and Support Staff Tuition or Maintenance Fee Reimbursement Program
- Fee Waiver for TBR/UT System Employees Program (PC 191)

P-131: Educational Assistance for Spouse and Dependents of TBR Employees
https://policies.tbr.edu/guidelines/educational-assistance-spouse-dependents-tbr-employees
- Fee Discount for Spouse and/or Dependent Children Program

B-061: Educational Assistance for State Employees and Dependents of State Employees or Public School Teachers
https://policies.tbr.edu/guidelines/educational-assistance-state-employees-dependents-state-employees-and-teachers
- Public Higher Education Fee Waiver for State Employees Program
- Fee Discount for Dependent Children of Licensed Public School Teachers or State Employees Program

B-062: Other Educational Assistance Programs
https://policies.tbr.edu/guidelines/other-educational-assistance-programs
- Veterans' Dependents' Post-Secondary Education Program
- Age 65 or Above Program

SERVICE AREA

The Tennessee College of Applied Technology Knoxville is one of the premiere skills training institutions in East Tennessee and established to serve a nine county area. These counties are Knox, Roane, Union, Blount, Sevier, Grainger, Anderson, Loudon, and Jefferson.
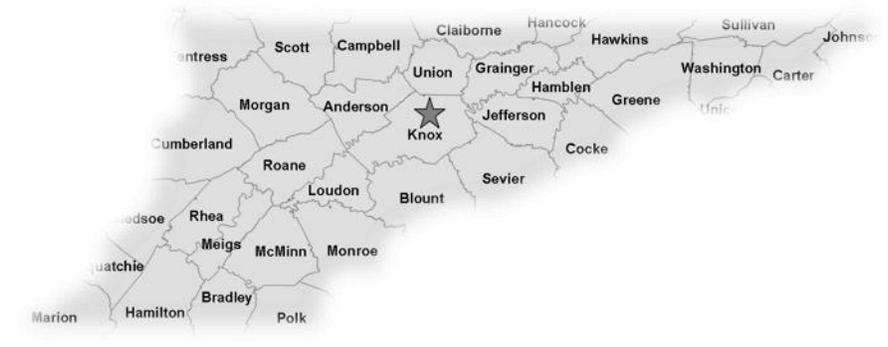
COMPLETION, PLACEMENT AND LICENSURE

TCAT Knoxville has a strong history of student completion, placement and licensure. With the help of our accreditation agency, COE, TCAT Knoxville requires that all programs maintain a minimum completion rate of 60%, placement rate of 70% and licensure pass rate (for applicable programs) of 70%.

2015 ANNUAL COMPLETION, PLACEMENT, AND LICENSURE

POST-SECONDARY Educational Programs	Graduation Rate (%)	Total Completion Rate (%)	Graduate Placement Rate (%)	Total Placement Rate (%)	Licensure Exam Pass Rate
Administrative Office Technology	90	90	89	89	
Automotive Technology	62	65	100	100	
Certified Nursing Assistant	93	93	89	89	
Collision Repair Technology	63	63	94	94	
Computer Information Technology	15	**15**	100	100	
Cosmetology	73	73	77	77	93
Cosmetology ACCTC	25	**25**	0	**0**	
Dental Assisting	86	90	76	78	
Diesel Powered Equipment Technology	60	60	93	93	
Heating, Ventilation, Air-Conditioning & Refrigeration	97	97	97	97	
Industrial Electricity	74	74	92	92	
Industrial Maintenance/Mechatronics	74	74	96	96	
Machine Tool Technology	81	88	100	100	
Medical Assistant	57	76	100	100	
Medical Office Information Technology	89	90	81	82	
Pipefitting & Plumbing Technology	83	83	100	100	
Practical Nursing	76	76	89	90	97
Surgical Technology	57	**57**	94	94	
Truck Driving	89	89	100	100	100
Welding	79	79	87	8	
Welding at ORHS	60	60	100	100	
TCAT Knoxville Average		**72%**		**88%**	**97%**

CLASS SCHEDULE

Tennessee College of Applied Technology Knoxville operates on a year-round basis, dismissing only for legal holidays, staff in-service, term breaks, and inclement weather.

Full-time day classes are scheduled 30 hours per week, meeting Monday through Friday 8:00 am to 2:30. Full-time evening classes are scheduled 4 days per week, meeting Monday through Thursday. Evening class schedules vary depending on the instructional service center location.

In addition to full-time day classes, supplemental classes are offered each term. The calendar for the Tennessee College of Applied Technology Knoxville is based on a trimester system. The three trimesters are:

Fall: September, October, November, December
Spring: January, February, March, April
Summer: May, June, July, August

432 hours =   1 trimester
864 hours =   2 trimesters
1296 hours =   3 trimesters
1728 hours =   4 trimesters
2160 hours =   5 trimesters

The college may extend the ending dates of the instructional term due to closure of the facility as a result of emergencies beyond the reasonable control of the school, including severe weather, loss of utilities, or orders by governing agencies.

School closures due to inclement weather or other unexpected events will be announced via SchoolCast; on the TCAT Knoxville website; on the local radio and television stations; and left on the school answering machine.

The college reserves the right to cancel any supplemental class scheduled for a given term when the number enrolled is considered insufficient.

ACADEMIC CALENDARS 2016-17

2016-17 Day Calendar

FALL TRIMESTER

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						19

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					**19**

November

S	M	T	W	T	F	S
		1	2	3	4	5
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27	28	29	30			
						20

December

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						14

SPRING TRIMESTER

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						19

February

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12	13	14	15	16	17	18
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26	27	28				
						20

March

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						18

April

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23	24	25	26	27	28	29
30						**15**

SUMMER TRIMESTER

May

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28	29	30	31			
						22

June

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25	26	27	28	29	30	
						14

July

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					**16**

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						20

FALL TRIMESTER

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

November

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						20

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						**13**

Color	Legend
STUDENT HOLIDAYS	
STUDENT AND STAFF HOLIDAYS	
ADMINISTRATIVE CLOSING STUDENT/STAFF	
STUDENT HOLIDAYS/ INSERVICE	
TRAINING DAYS FOR THE MONTH	
BEGINNING/END OF TRIMESTER	
MIDTERM START	

2016-17 Night Calendar

FALL TRIMESTER

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						15

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					**17**

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						13

SPRING TRIMESTER

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

February

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
						16

March

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						14

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						**15**

SUMMER TRIMESTER

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

June

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						12

July

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					**13**

August

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		
						17

FALL TRIMESTER

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

October

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29	30	31				
						17

November

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		
						17

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						**11**

Legend:

- STUDENT HOLIDAYS (magenta)
- STUDENT AND STAFF HOLIDAYS (cyan)
- ADMINISTRATIVE CLOSING STUDENT/STAFF (yellow)
- STUDENT HOLIDAYS/ INSERVICE (green)
- TRAINING DAYS FOR THE MONTH (purple)
- BEGINNING/END OF TRIMESTER (outline)
- MIDTERM START (black)

TUITION AND FEES

The Tennessee Board of Regents approves the fee schedule each year. These fees are determined prior to the beginning of the fall term. Tennessee College of Applied Technology Knoxville, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the school at any time without prior notice to the public.

2016-2017 Fee Schedule

Trimester Hours	Maintenance Fee	Student Access Fee	Technology Access Fee	Trimester Total
1-40	$183	$10	$41	$234
41-80	$247	$10	$41	$298
81-135	$372	$10	$41	$423
136-217	$631	$10	$67	$708
218-340	$1019	$10	$67	$1,096
341-432	$1139	$10	$67	$1,216

* Does not include program-specific fees or textbook/supplies/tool costs.

Special Academic Fees

Program Cost Per Trimester

Truck Driving Fee	**$300**
Licensed Practical Nurse	**$100**
Welding Technology Fee	**$100**
RODP CNA Lab Fee	**$75**

FEE WAIVERS

A. Full-time regular employees of the TBR and UT systems are eligible to enroll in one credit course per term at any state of Tennessee public postsecondary institution (TBR or UT), with fees waived for the employee.
B. Part-time regular and part-time temporary employees, excluding adjuncts, of community colleges and TN Colleges of Applied Technology (TCATs) are eligible to enroll in one credit course per term at the college in which they work, with fees waived for the employee.
C. The waiver is limited to one class, not to exceed 4 credits or 120 clock hours. It may apply for partial payment of classes of more than 4 credit hours or 120 clock hours.
D. The enrollment is limited to available space with the intent that tuition-paying students shall not be denied enrollment by a student using a fee waiver.
E. If applicable, the fee waiver should be used before other forms of educational assistance that may be offered by the institution.

FEE DISCOUNTS

A maintenance fee discount equal to 50% will be provided to spouses and dependent children under the age of 24 whose parent is employed by the TBR or UT system. A maintenance fee discount of 25% will be given to dependent children under the age of 24 whose parent is employed as a full-time state employee or certified teacher in a Tennessee public school or whose parent is a retired state employee.

Persons with a permanent total disability, and persons who will become 65 years of age or older during the academic term in which they begin classes and who are domiciled in Tennessee, will be charged a service fee of $60 per term. This only applies to enrollment on a space available basis

GENEARL ADMISSION REQUIREMENTS

Regular Full-time Programs

Tennessee Colleges of Applied Technology shall admit applicants on a "first-come, first-serve" basis, and the following minimum criteria shall apply:
1. Applicants not Enrolled in High School
    a. Applicants not enrolled in high school are eligible for admission provided that:
        1. They are at least eighteen (18) years of age or have a high school diploma or equivalent.
        2. They declare an occupational objective or demonstrate through testing or counseling reasonable potential for achieving that objective.
        3. All persons who are required to register for the Federal Draft under 50 U.S.C App. Section 453 are not eligible to enroll in any post-secondary school until they have registered with selective service.
2. Applicants Enrolled in High School
        1. Applicants enrolled in high school are eligible for admission provided that:
        2. An agreement authorizing such admission is concluded between the local Board of Education and the Tennessee College of Applied Technology. Such agreements are subject to the approval of the Chancellor or his designee.
        3. Enrollment is limited to one (1) occupational area.

* Allied Health programs, Cosmetology and Truck Driving all have additional criteria for admission.

STUDENT APPLICATION PROCESS

1. Pick a program of study
2. Download and complete the TCAT Application for Enrollment
    1. Some programs of study require additional application documents. Download, complete and submit any required documents listed under the programs of study below
3. Contact your physician and obtain your proof of vaccination letter
    1. Applicants born on or after Jan. 1, 1957, must submit proof of MMR (mumps, measles, rubella) vaccination
    2. Applicants born on or after Jan. 1, 1980, must submit proof of varicella (chicken pox) vaccination
4. Submit your application, program-specific application materials (if required), and vaccination letter to the Student Services Office at the address listed below
5. Request official transcripts of education from high school, high-school equivalency or other colleges and universities
    1. High school transcripts are available from your high school's counseling office
    2. College and University transcripts are available at the insitutiton's records office
    3. Official GED and HiSET requests can be obtained at https://www.diplomasender.com for the following states: Alaska, California, Colorado, Hawaii, Idaho, Indiana, Iowa, Kansas, Maine, Massachusetts, Mississippi, Nevada, New Mexico, North Carolina, Oklahoma, Tennessee, West Virginia and Wyoming
    4. If you have foreign transcripts you will need to provide an English translated version of your transcript and have your education evaluated through the National Association of Credential Evaluation Services (NACES). The website for NACES can be found at: www.naces.org. We will need the English translated version of your transcripts to

        complete admissions requirements
6. Complete the Free Application for Federal Student Aid (FAFSA) online, if applying for financial aid (this is required for TN Promise scholarship and the Wilder Naifeh grant)

ABILITY TO BENEFIT

All students must meet the enrollment process for their program of study; students not possessing a high school diploma or equivalent, regardless of program, will be admitted as an ability to benefit student. The minimum age for enrollment is seventeen (if the applicant has a high school diploma or GED), or eighteen and legally out of high school. Any student beyond compulsory school attendance who does not possess a high school diploma or equivalent must declare an occupational objective or demonstrate through testing or counseling a reasonable chance of success. The student's progress toward his/her occupational objective will be evaluated on a regular basis by a committee made up of the program instructor, a student services staff member and administration.

TECHNOLOGY FOUNDATIONS

The purpose of the Technology Foundations program is to provide a comprehensive program of activities that will enable students to develop and/or enhance their basic skills, life skills, and job skills.
The Technology Foundations program will provide supplemental skill training necessary for students to reach their fullest potential in the workplace. Also referred to as the Learning Resource Center for the school, a service provided to students includes the following:

- Student Assessment: WorkKeys, KeyTrain
- Developmental Studies: Reading and Math
- Workplace and Employability Skill Development: Resume Development
- Workplace Ethics and Employer Expectations

Those students needing improvement (excluding students in Allied Health, Truck Driving, Medical Office Information, and Administrative Office Technology) enroll in the Technology Foundations class and are assisted in becoming more proficient in the areas of reading for information, locating information, and applied mathematics. Under the guidance of the instructor, the student learns at his or her own pace in a positive, non-threatening environment. Students attending the Technology Foundations class are to complete the *KeyTrain* coursework within a 30-hour timeframe.

REGISTRATION

Any student who does not register on registration day may lose his/her position in the program and Tennessee College of Applied Technology Knoxville reserves the right to enroll a new student in that position. TCAT Knoxville does allow students to register late on the second or third day of the term based on space-availability.

A student's registration date will be the date the student officially registers and class attendance will be marked appropriately from the first day of the term.

Any returning student who is not registered by the end of the first week of the term will be terminated. When a student is terminated for failure to register by the above guidelines, he/she must complete an application for re-admission to re-enter the institution.

CONFIDENTIALITY OF STUDENT RECORDS
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students of Tennessee College of Applied Technology Knoxville have legal rights under the Family Educational Rights and Privacy Act of 1974, as well as the related regulations of the Department of Education. This law, also referred to as the Buckley Amendment, and the regulations provide that:

A student has a right to inspect and review their education records within 45 days of the day the TCAT receives a request for access. Students should submit a written request to the Student Services Coordinator that identifies the record(s) they wish to inspect. The Student Services Office will notify the student of the date and time when the records can be inspected.

As per TBR Policy S-020, a student may request that any record be amended if the student believes it is inaccurate, misleading, or otherwise in violation of privacy rights. To request an amendment, the student must write the Student Services Coordinator and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record, the student will be notified of his/her rights to a school hearing. Additional information regarding hearing procedures will be provided to the student at that time.

RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION

TCAT Knoxville will obtain the student's written, signed consent before disclosing personally identifiable information about the student from their records, unless the consent is not required by the law or the regulations. TCAT Knoxville has a FERPA release form which gives the college permission to speak with others on their behalf. For information on the FERPA release form, visit the Student Services Office.

The FERPA law permits disclosure without consent, to college officials with legitimate educational interests. A college official has a legitimate educational interest if the official is a person employed by TCAT Dickson in an administrative, supervisory, faculty or staff position; a person or company with whom the school has contracted services; a member of the school's governing board; or, a student serving in an official capacity, such as student review hearings. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, but will notify the student, if possible, of this request.

A school may disclose personally identifiable information without student consent to the following parties:
- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a Dependent Student as defined by the IRS
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

As a matter of policy, TCAT Knoxville does not disclose directory information of any kind without the student's consent. "Directory information" means information contained in an education record of a student which would generally be considered harmful, or an invasion of privacy if disclosed. It includes such data as:
- Name
- Address
- Date of birth
- Telephone listing
- Course of study
- Dates of attendance
- Awards earned
- Most recent previous institution attended

- Other information of the type above specifically approved by the institution or school as acceptable directory information

TCAT Knoxville does not sell or otherwise provide mailing lists of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name address, and date of birth to military recruiters upon their request.

Release of Personally Identifiable Information Permitted by Specific Federal Laws
FERPA and Subpoenas
In contrast to the exceptions to the notification and recordkeeping requirements granted for law enforcement purposes, educational agencies or institutions may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action.

TCAT Knoxville makes a reasonable effort to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

FERPA and Health Records *45 CFR Part 160; 45 CFR Part 162; 45 CFR Part 164*
Your schools' Office of Disability Services (ODS) normally obtains and maintains health records for each student who applies for services or waivers. So, the receipt and maintenance of health records by student services' units is well established. If a health record is used to make a decision in regard to a student's education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirement, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provision for safeguarding the record applies.

Health and Safety Exemption Requirement *34 CFR 99.31(a)(10) & 34 CFR 99.36*
A health and safety exception permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals. The school follows the provisions outlined in the regulations as follows:
The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Patriot Act changes to FERPA:
In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. *Public Law 107-56; DCL April 12, 2002*

TCAT Knoxville complies with the changes made to FERPA as a result of the USA Patriot Act as outlined in *DCL April 12, 2002*.

Patriot Act changes to FERPA:
For more information on TCAT Knoxville's policies related to student records or for more information on FERPA, contact the Student Services Office.

FERPA Contact Information:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. S. W.

Washington, DC 20202-4605
Phone: 202-260-3887
www.ed.gov/officese/OM/fpco

A student has the right to file a complaint with the U. S. Department of Education concerning alleged failures by TCAT Knoxville to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
600 Independence Avenue, SW
Washington, DC   20202-4605

STUDENT SERVICES

Tennessee College of Applied Technology Knoxville maintains a full-time counseling center for students, prospective students and graduates. Services include:

Educational Guidance: The staff assists applicants in selecting an area of training based upon his/her abilities, interest, and goals.

Personal Counseling: The staff will provide individual counseling services to students who are experiencing personal, academic, attitude, or financial problems. The staff may recommend outside agencies specially trained to assist students in specific personal problems. All matters will be treated individually and on a confidential basis.

Job Placement: Tennessee College of Applied Technology Knoxville is dedicated to our graduates finding employment upon completion of training. Placement of graduates is a primary concern of all TCAT Knoxville personnel. Also, the student must fully participate in the job seeking process. Transcripts are available to the student or to agencies upon request. A transcript request form can be completed in the Student Services Department. Placement rates are continually evaluated and reported to our accrediting agency and the Tennessee Board of Regents. Placement rates are evaluated and utilized to monitor effectiveness and continuation of all programs.

Follow-Up: An effort is made to keep in touch with graduates after entering employment to determine their success and to make the training more relevant to the needs of new students and industries. All graduates are requested to keep the school informed as to their employment and any changes in employment. Surveys and student follow-up studies are made to determine if changes need to be made in meeting these needs. Employers, college's personnel, and others are involved in follow-up efforts in order to assess and/or improve program curriculums and serving the needs of each student. It is very important for students, faculty and staff to recognize the importance of all responses to follow-up surveys as a means of evaluating, improving and funding the program offerings at the Tennessee College of Applied Technology Knoxville. Graduates are normally considered for "entry-level" employment in their respective occupation. A certificate of completion may be awarded to any preparatory student who reaches a payroll job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge. A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiency in a complete course of study.

Limited English Proficiency: TCAT Knoxville follows TBR policy in admission and delivery of services to those students with Limited English Proficiency (LEP). TCAT Knoxville makes use of a language identification card to determine the language of LEP individuals who present themselves at a campus location seeking information. The institution is a subscriber to state of Tennessee-contracted AVAZA Language Services Corp. for outside interpreter services.

The Student Services Department also maintains program applicant lists and keeps complete and confidential records on all current and former students.

The Liberty Street (main) campus is open from 7:00 a.m. until 10:30 p.m. Monday through Thursday and 7:00 a.m. until 4:00 p.m. on Fridays. The school is closed for holidays and staff in-service dates throughout the year, these dates are posted on the school calendar.

SERVICES FOR STUDENTS WITH DISABILITIES

The Tennessee College of Applied Technology Knoxville is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities.
This commitment is consistent with the Tennessee College of Applied Technology Knoxville's obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

Disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities; a record of such an impairment or being regarded as having such an impairment.
Qualified individuals with a disability are defined as an individual who, with or without reasonable modifications and accommodations, meets the essential eligibility requirements for the program services and activities offered by Tennessee College of Applied Technology Knoxville.

In order to receive "reasonable accommodations" as set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, a student with disabilities must meet the following guidelines:

(1) Notify a program counselor prior to enrollment or as the need arises.
(2) Provide current documentation of the disability (Documentation is defined as a written summary from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question.)

VETERANS WITH PREVIOUS TRAINING

All students receiving Veterans Administration education benefits must provide all previous post-secondary training transcripts, including military service, to the Tennessee College of Applied Technology Knoxville's Veterans Administration School Certifying Official (SCO) at the start of their program for consideration of credit toward the student's program. After thirty days in class, the instructor will re-evaluate the student's skills. The student will receive appropriate credit and his/her completion date will be adjusted accordingly.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experiences that is directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn more about their program and to assists in making informed career choices while earning credit.

Students interested in Cooperative Education should meet with their instructor to discuss co-op opportunities. The instructor must submit a co-op request form to the Director for approval. The student, instructor, employer, and Director must sign the formal co-op agreement.

Students may be paid salaries commensurate with entry-level employees completing the same task. In order to qualify for a co-op opportunity, students must be full-time. They must have completed a minimum of 50% of the entry level requirements based upon the instructor's evaluation.

The standard of classroom hours completed and/or skill equivalents may be modified at the discretion of the Tennessee College of Applied Technology Knoxville administration, but under no circumstances

should the student be allowed to begin to co-op until at least 25% of the skill equivalents have been met or demonstrated. Students attending Tennessee College of Applied Technology Knoxville through Veterans Training may not be eligible to co-op and receive Veterans assistance at the same time. For more information concerning the co-op program, please see your program instructor.

APPEARANCE AND CONDUCT

Many visitors come to the Tennessee College of Applied Technology Knoxville campus every day. Many are potential stakeholders and leaders from the local and state community. Employees are expected to maintain appropriate appearance and behavior at all times. TCAT Knoxville dress code is business casual for faculty, administrative and professional staff. For industrial and allied health programs, the appropriate uniform attire is required. When visitors or tour groups are in the training areas work should continue as usual.

The assurance that you look professional and well-groomed increases your confidence and sense of well-being in greeting and serving your stakeholders. If an employee's dress is determined inappropriate (i.e., too casual, such as blue jeans & tee shirts, provocative, unsafe or solicitous), the manager can send the employee home to change clothes.

SAFETY

Strict safety precautions will be observed and practiced at all times. Each shop has a safety program that the student must thoroughly understand before he/she is permitted to use shop equipment. A written record of safety instructions and tests will be kept on file as tangible evidence that each student has been instructed in an appropriate safety program. All injuries or accidents must be reported immediately to the instructor and an accident report completed. Any hazardous conditions or failure to use safety equipment should be corrected immediately when discovered. Disciplinary action will be taken whenever safety rules are violated. All students are required to purchase and wear safety glasses where appropriate. No canvas shoes or sandals are to be worn in shop areas.

SMOKING

Smoking and the use of tobacco products is prohibited inside any College building under any circumstances. Smoking is permitted IN DESIGNATED AREAS ONLY outside of the Tennessee College of Applied Technology Knoxville buildings.

COMPUTER OPERATION AND INTERNET ACCESS POLICY AND GUIDELINES

Each computer user must review the policy and guidelines of the institution before operating any computer system. Compliance with this policy is necessary to insure maximum utilization and performance of each computer system, as well as provide a sense of security and respectful cooperation among the school community. Strict adherence to this policy will prevent costly damage or repair, down-time, and/or loss of computer privileges.
(1) No computer system may be used without prior approval of the IT department.
(2) Because software is protected under copyright laws, no software can be copied without written authorization.
(3) No outside software can be loaded on school computers without written approval.
(4) Changes to a system's configuration or the inappropriate deleting or changing of computer settings is forbidden.
(5) Technical manuals must not be removed from the training area.
(6) Computers must not be moved or repositioned on tables.
(7) To prevent damage to any system, computer users should not eat, drink or smoke around computer equipment.
(8) Specific instructions for access to the Internet or network:

(a) The system may not be used for personal or private matters.
(b) Creating, distributing, or accessing hate mail, pornographic or obscene material, discriminatory or harassing materials or communications is strictly forbidden.
(c) Anti-social behaviors (including spamming) are forbidden.
(d) Accessing pornographic images or language is forbidden.
(e) Creating, distributing, or accessing confidential material, including, but not limited to, test files or student/personnel records is forbidden.

Any person who violates this policy will be subject to appropriate disciplinary sanctions, including dismissal and/or possible prosecution.

DIPLOMAS AND CERTIFICATES

The programs have been designed to include a maximum number of hours needed by the average person to complete all phases of training related to a particular program. In most courses, this does not prevent the student from completing his or her training in less than the stated number of hours. Some programs do require a specific length of time to satisfy licensing, registration, or certification requirements. Students that complete all program requirements, regardless of the number of hours of training, and pass a proficiency test when applicable will be granted a diploma. Students who terminate training before completing all course requirements may be eligible for a certificate in some courses. Diplomas and certificates reflect the highest payroll job title code that the student is capable of performing.

Tennessee College of Applied Technology Knoxville provides the graduation rate for all programs. These rates may be found in the school catalog, webpage, and program brochure.

GRADUATION

Tennessee College of Applied Technology Knoxville has an annual graduation ceremony for all students receiving a diploma during the calendar year. Students will be notified by mail of the date, time, and location of the graduation. The graduation supply fee listed on the program brochure will cover the cost of a cap, gown, and diploma cover.

TRANSFERS FROM OTHER INSTITUTIONS

Tennessee College of Applied Technology (TCAT) Knoxville will not accept college "credit hours" from other institutions toward course completion. Credit for "clock hours" earned at other TCAT campuses may be given for the same program being taken at Tennessee College of Applied Technology Knoxville.

ARTICULATION

The skills of applicants who have had prior training or work experience in the program for which they are applying can be evaluated by the instructor when they enroll (begin classes). Credit for knowledge and skills will be allowed on an individual basis.

Diplomas from Tennessee College of Applied Technology Knoxville will articulate into State of Tennessee community colleges for a maximum of 30 credit hours towards an associate degree. The college you are planning to attend will determine what will articulate into their institution.

TRANSFERS BETWEEN PROGRAMS

Changes between programs must be approved by the director. Changes will not be made if the situation causing the student to request the change was in existence when the student enrolled in the original course. If the director approves the transfer, the student will be permitted to make the change at the time when he/she would have actually been enrolled if he/she had originally applied for the new course. If the

director denies the request, the student may withdraw from the first program and may have his/her name placed AT THE BOTTOM OF THE WAITING LIST of the desired program.

EXIT INTERVIEW
Each student is required to have a pre-exit interview on the last day of enrollment.

NATIONAL TECHNICAL HONOR SOCIETY
The goal of the National Technical Honor Society (NTHS) is to recognize outstanding technical students. Students selected for the Honor Society must have an A average, and 24 or fewer hours absent for one trimester.

SkillsUSA
SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

DRUG-FREE CAMPUS AND WORKPLACE
In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989, it is the Tennessee College of Applied Technology Knoxville's policy to maintain a safe and healthy environment for its students and employees. Therefore, school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on school property.

ACADEMIC RETENTION AND READMISSION
Students at the Tennessee College of Applied Technology Knoxville are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their educational objectives. Toward those ends, the following retention procedures are specified:

STUDENT ORIENTATION
The first orientation is held prior to the start of classes and includes a complete overview of school Policy and procedures as outlined in the Institutional Catalog and Student Handbook.

Upon reporting to school on their first day, students go through a second orientation program with student services counselor(s). During this time they are asked to complete all of the required forms, review the school rules and regulations, receive insurance and financial aid information, purchase all required books, and pay all fees (tuition, technology access). Students are given a copy of the handbook and are notified of its availability on the school website during this orientation through an interactive activity.

The orientation program follows an outline, such as:

A.   Introduction to the school and review "Student Handbook".

B.   Complete forms or sign statements.
      1. Student Enrollment Form
      2. Parking Decal Registration Form
      3. Enrollment Checklist

C.   Other Information
        1. Inform Students about Accident Insurance
        2. Financial Aid Information
        3. Report to Class or Shop for Remainder of Day.

The remainder of the first day is spent in the classroom/shop in program orientation. Most instructors spend this time going over specific information about that particular program with the trainee. The most important aspect of this orientation concerns the safety and health rules that apply in that area of training, Instructors might want to stress the attendance and progress policies during this time, as well. The trainee should complete any forms particular to the program during this orientation period.

STUDENT ATTENDANCE

The nature of the programs at the Tennessee College of Applied Technology Knoxville is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences create an adverse effect on student progress.

The attendance policy is intended to promote dependability and positive worker characteristics essential to success in the workforce. Students are expected to be punctual and attend class each day. The purpose of the attendance policy is to provide those students with mitigating circumstances or emergencies beyond their control an exception to perfect attendance. Discretionary hours or personal time away from school are not considered appropriate absences. Further, students are required to call in absences to their instructor.

All students must attend at least 90.3% of their scheduled hours in order to maintain satisfactory attendance.

Any student who terminates for any cause and is in probationary status will continue the same probationary status if that student re-enters within one year of the termination date. When a student is terminated a second time because of failing grades and/or violation of policies, the administration must give approval before being readmitted.

An attendance record for each student is maintained in the school office.

The following attendance rules will be observed by all students:
(1) Full-time day students are scheduled to attend class Monday through Friday from 8:00 a.m. – 2:30 p.m. Full-time night students are scheduled to attend class Monday – Thursday; the hours will depend on the site location.

(2) A full-time student enrolled for a full term and that has been absent for more than 5.5% of the scheduled hours enrolled will be referred to Student Services for counseling. Counseling hours must be prorated for all part-time students and full-time students enrolled for less than a full term.

(3) When a full-time student enrolls for a full term and has absences exceeding 9.7% of the scheduled hours enrolled, **that student will be suspended** for the remainder of that term by Administration. Suspension hours must be prorated for all part-time and full-time students enrolled for less than a full term.

(4) A student is considered tardy if not in the classroom at the designated time for class to start.
        a.   1 to 30 minutes will be counted as 30 minutes; 31 to 60 minutes will be counted as one hour, etc.
                • 5 tardies - documented warning by instructor

- 6 tardies - documented probation by designated authority
- 7 tardies - referred to Director

A student that does not contact their instructor and is absent 3 consecutive class days will be automatically terminated. To re-enter the student must get approval from Administration and file an application for readmission.

DUE PROCESS

All institutions governed by the State Board of Regents, in the implementation of Board approved policies and regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.

Violation of the TCAT Knoxville attendance policy shall result in a suspension for the remainder of that term. In individual cases of extenuating circumstances, the director (or designee) may make exceptions to suspension due to absences through the following institutional procedures:

(1) The student will go before an institutional committee made up of at least three (3) members of faculty and/or staff.
(2) The student will present any documentation and/or explanation of the extenuating circumstances.
(3) The institutional committee will review previous attendance records and grades, if applicable, and
   (a) Assess the student's willingness to address those deficiencies that contributed to the violation of the attendance policy and
   (b) Assess the likelihood that the readmitted student may succeed in pursuing his or her educational objective.
      1. The institutional committee will provide a written recommendation to the Director (or designee) of whether the suspension should be upheld and when the student should be allowed to return.
      2. The Director (or designee) will make the final determination on whether the student will be allowed to remain in school and/or return, if applicable.

STUDENT PROGRESS

(1) Evaluations are recorded for each student at the end of 72 days of instruction that comprise a term. Those evaluations include the following scale of progress:

ALL PROGRAMS (EXCEPT ALLIED HEALTH)	ALLIED HEALTH
A = 93 – 100	A = 94 - 100
B = 85 – 92	B = 87 – 93
C = 77 – 84	C = 81 – 86
D = 70 – 76	F = 80 – 0
F = 0 – 69	

(2) The term grade report will reflect each student's progress in the following categories:
   a. Skill Proficiency, Related Information, Worker Characteristics

A student must maintain a "C" or better average for the 72 day period of instruction. Failure to do so will result in suspension at the end of the term. The suspension will be for the entire subsequent term.

RE-ADMISSION FROM SUSPENSION

Students suspended for unsatisfactory progress may be considered for readmission by the school administration. The criteria in considering readmission are:

(1) Assessment of the candidates' willingness to address those deficiencies that contributed to the suspension
(2) Assessment of the likelihood that the readmitted student may succeed in pursuing his or her training objective.

ATTENDANCE RECORDS

The daily attendance of a student becomes a part of the student's permanent file and may affect the student's employment opportunities upon graduation.

EXCEPTIONS

Make-up hours are NOT ALLOWED. Regular attendance and punctuality are essential to the satisfactory progress of a student.

NOTE: You must notify your instructor if you are leaving the classroom or are going to be absent.

STUDENT WITHDRAWAL POLICY

If a student voluntarily chooses to withdraw, they are strongly encouraged to notify their instructor and meet with student services and financial fid personnel to complete the withdrawal process, determine Return of Title IV Aid Calculation (if applicable), TBR Refund Calculation (if applicable), and notification of withdrawal to outside agencies (if applicable).

Faculty are responsible for providing the Student Services office with the required withdrawal notification forms (drop sheet) as soon as they become aware of the students decision to withdraw or if the student has been absent for three (3) consecutive class days without notice.

Should the student return to class after an automatic withdrawal has been processed, the student must file a written appeal to the Director (or designee) and file an application for readmission.

EMPLOYEE GRIEVANCE/COMPLAINT PROCEDURE

TBR Guideline P-110: https://policies.tbr.edu/guidelines/employee-grievance-complaint-guideline

EMPLOYEE GRIEVANCE/COMPLAINT

Step 1: Grievance/complaint must be brought to the attention of the Immediate Supervisor/Administrator within 15 working days after the employee becomes aware of the problem.

Step 2: The employee may proceed to the Next-Higher-Level Supervisor within 15 working days of an unsatisfactory decision of an immediate supervisor.

Step 3: The employee may file a written grievance/complaint with the Director within 15 working days of an unsatisfactory decision of the next-higher-level supervisor.

GRIEVANCE

Step 4: If the employee is not satisfied with the decision of the Director the grievance may be appealed to the TCAT Vice Chancellor who will, within 5 working days, unless waived by the grievant, refer the matter to the appropriate grievance committee. If the employee waives the right to a hearing, the Vice Chancellor will render a decision within 15 working days.

OR COMPLAINT
Step 4: Complaints do not include a right to a hearing or adversarial proceeding before the Grievance Committee; and the Director is the final decision maker involving complaints; that is, the complainant does not have the right to appeal to the Chancellor of the Tennessee Board of Regents.

Step 5: The employee may appeal only a grievance to the Chancellor of the Tennessee Board of Regents within 15 working days of an adverse decision by the Vice Chancellor.

Employees who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a written complaint to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville, Tennessee 37217, or by going online and filling out the form electronically at http://www.tbr.edu/contact/default.aspx?id=2936. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, Georgia 30350. Telephone: 1-800-917-2081 or (www.council.org).

DISCRIMINATION AND HARASSMENT

It is the intent of Tennessee College of Applied Technology Knoxville to fully comply with the applicable provisions of federal and state civil rights laws, including but not limited to, Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972, as amended; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; the Genetic Information Nondiscrimination Act of 2008; and regulations promulgated pursuant thereto. The Board of Regents will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age as applicable, status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

Any Tennessee College of Applied Technology Knoxville employee who has reason to believe he or she has been affected by discrimination or sexual harassment or knows of someone affected by discrimination or sexual harassment should contact a Kasey Vatter, Title IX Coordinator/Assistant Director, at kasey.vatter@tcatknoxville.edu or 865-766-4339.

See the Tennessee Board of Regents policy at the following link for more information:

Discrimination & Harassment
P-080   Discrimination & Harassment - Complaint & Investigation Procedure:
https://policies.tbr.edu/guidelines/discrimination-harassment-complaint-investigation-procedure

Sexual Discrimination/Harassment/Misconduct
6:01:00:00   Sex Discrimination, Sexual Harassment or Sexual Misconduct
https://policies.tbr.edu/policies/sex-discrimination-sexual-harassment-or-sexual-misconduct

6:02:00:00   Sex Discrimination and Sexual Harassment
https://policies.tbr.edu/policies/sexual-discriminationharassmentmisconduct

6:03:00:00   Sexual Misconduct

https://policies.tbr.edu/policies/sexual-misconduct

Employees will be required to complete annual online training on Discrimination/Harassment and Sexual Discrimination/Harassment/Misconduct. Employees are also encouraged to participate in any on campus programming that is offered regarding these or other topics.

ANNUAL PERFORMANCE REVIEW

  Each staff member is evaluated on an on-going basis by his/her supervisor on how well he/she performs in terms of his/her position description, departmental objectives, and institutional goals. A formal evaluation is conducted per the College's planning calendar (published in January) each year. During the same time frame, the employee has the opportunity to complete a self-evaluation as well as evaluate his/her supervisor. Faculty evaluations will include completion, placement and licensure data for the previous calendar year as well as student evaluations of the program.

Faculty/Staff evaluation forms may be obtained from an Assistant Director or the HR/Finance Coordinator. Each immediate supervisor must complete an evaluation form on his/her staff member(s) and review the evaluation with that staff member. The staff member will then sign the form, and it will be forwarded to the Director for signature. Once signed, the original will be filed in the individual's personnel file, and the employee will be given a copy of the form.

PURCHASING PROCEDURES

General Requirements
All merchandise or services being purchased or reviewed for purchase from outside of the institution must be processed and ordered by the Finance Coordinator. The Director, Assistant Directors, and Finance Coordinator are the only personnel that are authorized to commit college funds for purchase.

Purchase Requisitions
A requisition will be created by the staff member for all purchases regardless of the amount requesting the purchase via the Requisition Form to submit to the Finance Coordinator for approval from the Director and/or Assistant Directors. These will not be sent to the vendor with the purchase order. After completing all approval steps, a Purchase Order will be issued to the vendor.

NOTE: TCAT Knoxville is not responsible for payment for any merchandise or service ordered without the submission and processing of a requisition and creation of a Purchase Order prior to the placing of an order.

1. Requisitions that total less than $5,000 (with shipping) will be processed within five (5) days of receipt by the Finance Coordinator. If the items ordered have not been received within 60 days of the date on the purchase order, the purchaser should call the Finance Coordinator.
2. Requisitions that total $5,000 or more must be processed by bid. A bid request is submitted to at least three (3) vendors, or to the number on the bid list.
3. Requisitions that total $25,000 or more must be processed by written bid. If possible, fifteen vendors will be sent bids. Bidders will have 14 working days to respond. After 14 working days, all bids that have been received will be opened, logged, and returned to the requesting staff for review. When the bid package is returned to the Finance Coordinator with a recommendation, the bid will be reviewed by the Director and Finance Coordinator and, if appropriate, a purchase order will be issued.

Petty Cash Purchases
Petty cash purchases must comply with the following guidelines:

1. Petty cash may be used for required purchases not to exceed $250 per day, (increased amount with prior approval) per Index number.
1. Sales tax is not permitted on college purchases
2. Gift Cards of any kind CAN NOT be purchased through Petty Cash
3. Services and Memberships CAN NOT be paid using petty cash funds. A purchase order must be issued for service and/or memberships for any type.
4. Employees must complete a Petty Cash form in the Business Office and submit to the Director, Assistant Director or Finance Coordinator for approval. Original receipts must show details of items purchased and be returned to the Business Office with appropriate documentation for the purchase.

Receipt of and Payment for Merchandise
A.   After a delivery has been received at the facility, the staff member will verify the completeness of the order and the staff member should submit all documentation concerning the purchase to the Business Office to complete the payment.

1. Once the staff member is certain that the merchandise is correct and working, they should mark the packing slip "shipment complete" or "partial shipment received" and submit to the Business Office. The Business Office will make a partial payment each time a delivery is made, until the order is complete.
2. Purchase Order for Services- When all services are completed in a satisfactory manner, the staff member should submit all documentation concerning the service to the Business Office to complete the payment.
3. Purchase Order for Subscriptions- When it has been verified that the subscription has begun, the staff member should submit all documentation concerning the purchase to the Business Office to complete the payment.

B.   No invoice will be paid in part or in full until the Business Office has verified that the merchandise/services have been received.

1. For partial deliveries, Accounts Payable will compare the invoice to the packing slip. If the invoice matches the order received, a partial payment will be processed.

Returned Merchandise
If the merchandise that has been received is incorrect or not in proper working order, the merchandise must be returned to the vendor by the Business Office. At no time should the merchandise be returned to a vendor without notifying the Business Office.

TRAVEL REQUEST PROCEDURES

Pre-Travel
Approval must be obtained before any travel occurs. To obtain approval, complete a Travel Authorization Request form and submit for the appropriate approvals. The Travel Authorization Request is completed in the following manner:
A.   Indicate the purpose, place, and date of the trip in narrative form on the lines provided. If travel is to attend a conference, convention, or meeting, a brochure and/or agenda must be attached. This provides essential information necessary for registration, room, and meal reimbursements.
Example: "To attend a TBR-sponsored training session in Nashville, TN on February 4-6, 2012"; "To attend AACC convention to be held in Daytona, FL on March 9-11, 2012".
B.   Provide date, time and destination information.

C.   If traveling by automobile, indicate owner, make, and license number as requested.

     1.   A state car must be used if available.

D.   Estimated Costs

     1.   Each employee is responsible for making all travel arrangements.

         a.   The travel agency will make all airline reservations. The travel agency representative will contact the Travel Clerk for a travel authorization. The authorization number is given after an approved Request for Travel is received in Accounts Payable. Airline tickets are paid by Pellissippi State prior to travel when booked through the college travel agency. Call 694-6614 with any questions.

         b.   The college travel agency may also make hotel/motel reservations or the employee may contact the hotel/motel directly. The employee is responsible for all required deposits. Lodging reimbursement is made at the conference rate with proper documentation.

         c.   When using web sites to make travel arrangements, documentation is required to show conformance with state rates. Reimbursement will not be processed until travel has been completed.

         d.   For travel by automobile, mileage is reimbursed at $0.47 per mile when a state car is unavailable. Maximum mileage is determined by the Rand-McNalley Road Atlas.

     2.   To determine meal costs when overnight travel is involved, refer to Summary of Allowable Travel Expenses.

     3.   Registration fees will be prepaid if requested on the Pre-Travel authorization request form. The registration form must be completed in ink or typed and attached to the Pre-Travel Authorization Request form. The approved request must be received in Accounts Payable allowing adequate time for processing payment and mail delivery to meet the registration deadline.

     4.   List all expected expenses in the section titled" Itemize Expenses" and total. Items bolded require that receipts be scanned and attached to the Travel Claim form.

         Note: Original receipts must be retained by payee for the period of 3 years or through a state audit cycle. Failure to produce original receipts will require the payee to reimburse the college for payments received.

E.   Approval Process

     1.   Indicate position or title of employee requesting travel.

     2.   The Request for Travel form is then submitted to the Finance Coordinator to provide the appropriate Index and account numbers before being routed for approval from Director or Assistant Director.

Travel Advances
Employees are not eligible for advance.

Reimbursement of Travel Expenses

A.   A Travel Claim for expenses form must be submitted to claim reimbursement of travel expenses. Claims not submitted within thirty (30) days must have a written explanation for the delay. The

explanation should be forward to the Finance Coordinator, Director, or Assistant Director for approval prior to reimbursement.

B. Expenses must be separated by day. Daily expenses should be written on separate lines of the claim form. The Travel Claim form must include the following:

1. Departure date, place, time and destination, and arrival time must be clearly indicated in the space provided. This information is essential to determine reimbursement amounts.
2. Local vicinity travel should be indicated on a separate line. Amount is calculated at $0.47 per mile.
3. Enter hotel cost, up to the maximum allowable plus tax, and attach the receipt
4. Enter allowable meal cost, or per diem in the applicable boxes. Use a separate line for each date of travel.
5. Enter any miscellaneous charges where indicated. Parking, taxi fares, bus fares, subway fares, tolls, and ferry fees are reimbursable. Receipts are required.
6. Provide a total of the expenses per line and a grand total at the bottom of the page.
7. The form is presented to the Finance Coordinator for accounting information and then forwarded for approval.

Local Travel Guidelines
A. Local travel is defined as non-routine travel within a 100-mile radius. All local travel should occur in such a way as to minimize the expense to the college. Excessive claims will be considered questionable and subject to denial.
1. For local travel claims, the purpose of the trip(s) must be stated.
2. Dates, places and times, are required.
3. A state vehicle must be utilized when available.
4. Reimbursement will be based on direct route mileage.
5. Claims must be submitted within thirty (30) days.

B. No reimbursement for expenses shall be made for transportation to or from an employee's daily work site. The daily work site is defined as his/her area of employment activity, e.g., office headquarters, campus, or designated location of an employee. No reimbursement shall be made for routine travel between the daily work site and the main campus for staff meetings.
1. The daily work site of administrative and support staff shall be designated by the appropriate supervisor. The daily work site for faculty is determined by the faculty member schedule and may be reviewed and changed each semester upon recommendation of the appropriate supervisor.
2. It is normally expected that the daily work site is the location the employee spends the day performing his/her normal duties.
3. When required local travel is completed by an employee leaving from or returning to campus sites, reimbursable mileage is direct route mileage between the sites.
4. If an employee is required to be on-call in case of an emergency (as determined by his/her job description, e.g. to answer an alarm, either overnight or on weekends) the employee is eligible for reimbursement from his or her residence or the location at which the employee receives the call.
5. An employee will be reimbursed using the most direct route mileage.
6. Receipts are required for reimbursement of parking fees incurred during local travel.

SUMMARY OF ALLOWABLE TRAVEL EXPENSES

Mileage

Standard mileage rate is $0.47 per mile

In-State and Out-of-State Meals and Incidentals Allocated

Level 1
Davidson County only

Maximum Lodging	$ 161.00 + tax
Maximum Per Diem	$ 59.00 per day
	$ 44.25 day of departure and return

Level 2
Hamilton County, Knox County, Montgomery County, Putnam County, Rutherford County, Shelby County, Sullivan County, Washington County, Williamson County, Gatlinburg, Pigeon Forge (Includes Fall Creek Falls, Henry Horton, Montgomery Bell, Natchez Trace, Paris Landing and Pick Wick State Parks)

Maximum Lodging	$ 121.00 + tax
Maximum Per Diem	$ 51.00 per day
	$ 38.25 day of departure and return

Level 3
All other counties and cities not listed above

Maximum Lodging	$ 91.00 + tax
Maximum Per Diem	$ 51.00 per day
	$ 38.25 day of departure and return

Out-of-Country Per Diem Rates

Maximum Per Diem	$ 74.00 per day
	$ 55.50 day of departure and return

Miscellaneous Items
Maximum parking fees of $8.00 per day is allowed without a receipt when incurred for non-local travel. Parking fees incurred during local travel require a receipt regardless of the amount claimed. Maximum limousine and taxi fares of $25.00 are allowed without a receipt for necessary ground transportation. Ground transportation claims in excess of $25.00 require a receipt for reimbursement.

INVENTORY PROCEDURES

TCAT Knoxville is responsible for maintaining the formal equipment inventory with the assistance Pellissippi State Community College and the Banner system. You will receive an annual inventory report from the Finance Coordinator. Your part in this inventory procedure will be to:

1. Verify that the equipment listed on your inventory list is in your area and verify the inventory tag numbers.

2. Verify any equipment you have sent to the Facilities Coordinator to be sold as surplus property on GovDeals.

3. Make every attempt to locate any inventory items that are on your list but not in your department. Example may be you transferred it to another class for use or it may have been donated to another institution.

4. Make sure to list equipment you have in your area that has a state tag but is not listed on your inventory list.

5. Prepare this process promptly as deadlines have to be met for inventory reports.

It will also be your responsibility to keep an inventory of tools and materials that are not listed on the tagged equipment inventory list. As a new employee, it is mandatory that you audit your equipment, tools and supplies list so that you have proof of what you have received to start out with. This list should be kept current and you may be asked to present it to administration periodically.

SURPLUS PROCEDURE

College property that is deemed to be obsolete, unusable, or no longer needed by the college, will be classified as Surplus. Property classified as surplus will be sold online in a public auction forum at www.govdeals.com.

If you have property, which needs to be removed, or otherwise processed as Surplus, please submit a service request through the maintenance@tcatknoxville.edu   A Surplus form will need to be filled out and attached to the item(s). These forms are available from the Facilities department, or may be downloaded here.

For items that are no longer needed, but are still in usable condition, you may post an email to staff@tcatknoxville.edu, letting people know what you have, and if anyone else needs it, to notify you. For large items that need to be moved to another location, please submit a service request to maintenance@tcatknoxville.edu have the items moved.

For computers, printers, and other computer hardware items that are surplus, please notify the helpdesk@tcatknoxville.edu.

ADVISORY COMMITTEES

Advisory committees provide information and recommendations to assist administrative and instructional staff members in the effective operation of the college; assessing the needs of the students and local industry; and keeping abreast of the latest equipment, methods, and technologies.

The ultimate goal of advisory committees is to make valuable recommendations for the development of new programs and to remain current in already established programs.

I.   TYPES OF COMMITTEES

Instructors at the Tennessee College of Applied Technology Knoxville should be well acquainted with the three main types of advisory committees.

1.   The Institutional Advisory Committee is organized to advise and consult with administration of the College. This committee is composed in a similar manner to the above and serves to fulfill more specifically, the local or community needs for training.

2.   The Craft or Occupational Advisory Committee is required for each course of program in existence at the College. The organization and functions of this committee will be covered in more detail later.

II.   FUNCTIONS OF ADVISORY COMMITTEES

A.   The **General Advisory Committee** advises school officials concerning the relative emphasis that should be given to the various types of technical programs. During the early stages of program planning, the committee may provide valuable service in helping gain public support, to determine need for training, and to plan the school curriculum. Its activities are largely promotional and strive to create a desirable relationship with the local community.

The committee usually advises school administrators on the relative emphasis or scope of training needed in various trade and industrial occupations; it often assists in establishing general policies for the school or in coordination of all the trade and industrial programs in the various schools within the school system and advises the school administration or general policies, such as:

1.   Qualification of instructors
2.   Physical layout and type of equipment used in instruction
3.   Kinds of instructional materials
4.   Standards to be met for completion certificates
5.   Counseling and guidance procedures to be used in selection of trainees
6.   Placement of qualified graduates

B.   The function of a **craft advisory committee** is to advise the instructional program for each specific craft or occupation. Its function includes making recommendations and advising the school administration and faculty on the following matters:

1. **Course Planning:** The craft committee reviews courses of study in order to make sure the instruction meets the specific and current requirements of the industry.

    Advisory committees often assist in determining the following:

    a. Skills and related technology to be taught
    b. Time allotment of each unit of instruction and total length of course
    c. Instructional materials to be used
    d. Standards of workmanship to be attained
    e. Specific production work or "live jobs" to be used in the instructional program

2. **Shop Planning:** Craft committees can provide valuable advice concerning shop layout and the type and quantity of tools and equipment needed to insure that the school shop facilities are equivalent to those of industry in the community.

3. **Recruitment of Instructors:** Craft committees can assist the administration in locating, determining qualifications, and influencing skilled craft persons to become prospective instructors.

4. **Assistance of Instructors:** Craft committees often help instructors by assisting them to relate their instruction to the particular needs of the community.

5. **Placement of Trainees:** Members of craft committees can assist in the placement of trainees by employing graduates to other firms in the industry. Members of an advisory committee are usually familiar with the employment needs of the craft concerned and may advise the school officials when placement opportunities are declining or employment practices in the craft or occupation are changing.

6. **Program Evaluation:** There should be a continuous evaluation of the instructional program. The advisory committee's suggestions for improvement will represent the opinion of the community and will enable the school to maintain a curriculum at a level of instruction practical for the need of the community. In this way the instruction can be coordinated with the demands of the occupation.

7. **Public Relations:** One of the important activities of a craft advisory committee is to assist in the development of community understanding and active support of trade and industrial education and to rebuild prestige and respect for the school. Members of advisory committees assist in the development of a good public relations program by:

    f. Inviting teachers, counselors, administrators, and students to visit industrial plants
    g. Participation in an "open house" for students, parents, and other adults in the community
    h. Serving as speakers for school banquets and assembly programs

i. Arranging for publicity through their contacts with news media such as newspapers, trade magazines, and radio and television stations that would not otherwise be available to the school

III.   ORGANIZING THE COMMITTEE
A.   The primary responsibility for initiating the craft or occupational committee rests with the instructor.

B.   Selection of the Members:
Securing competent people to serve on advisory committees is an important and sometimes difficult problem. Some of the important personal qualifications to be considered in the selection of members of advisory committees are:

1.   Interest and willingness to work in the promotion of the program
2.   Experience in the craft or occupation represented.

C.   Craft or occupational advisory committees are usually more effective if they limit membership from five to seven members and use consultants as the need arises. Advisory committee meetings should be held at least twice annually and more often, if needed. During these meetings, instructors need to review the items required for COE accreditation.

D.   Some factors that tend to affect the number of members on the advisory committee are the size of the school, the geographic area served, and the type of program. The committee should be large enough to be representative of the community but small enough to permit active participation in the discussion of problems and formulation of recommendations.

Below are samples of an agenda meeting and minutes of an advisory board meeting. Agendas should be given out at each meeting so the committee will know what is to be covered. Doing so will assist in staying on track and will help when writing the minutes of the meeting.

ANY Program's Name
Advisory Board Committee Agenda
May 1, 2016, 5:30 pm

1. Welcome
2. Roll Call and Introduction of Visitors or New Members
3. Minutes of Previous Meeting
4. Review of Mission Statement and Objectives of Program
5. Order of Business (Suggested Topics)
    a. Old business (information not resolved from last meeting)
    b. New business
        i. completion of remuneration questionnaire. (This is required by COE and must be done one time a year. SEE ATTACHED
        ii. discuss changes to curriculum
        iii. discuss any needs for equipment and supplies
        iv. enrollment and graduate information
        v. program accreditation process and other information required by ASE to be discussed at Advisory Board Meetings
6. Next meeting date determined
7. Adjournment (record time)

ANY Program's Name
Advisory Board Minutes
Tennessee College of Applied Technology Knoxville
May 1, 2016

The ANY Technology Program at TCATK was called to order at 5:30 pm by instructor Jim Dean in the ANY Technology classroom. Members present included Bill Bob; Sal LeSue; Janie Jane; John Well; John Wayne; Taylor Swift, instructor; and Dwight Murphy, Director.

Minutes from the June 24, 2016 meeting were read and approved. The mission and objectives of the program were reviewed.

There was no old business.

New Business:
Member employers completed the remuneration questionnaire required by the Commission on Occupation Education.

The committee discussed and determined not to add alternative fuel modules to the curriculum.

Andy Warhol, instructor, passed around pictures and specifications of the Acne time machine he has submitted to administration for purchase. The pros and cons of the Acne time machine were discussed and the committee determined that this was the best type of equipment to be purchased for training.

Mr. Murphy, Director, reported that 23 students were presently enrolled in the program; five of these students are participating in cooperative education at various dealers and repair facilities. He also reported that there are 45 students on the ANY Technology waitlist and that 15 students have graduated this trimester and all have jobs in the ANY Technology field.

Mrs. Roach, Assistant Director, gave an update on the upcoming reaccredidation visit from NATEF. She reported that the date of the visit is March 1, 2017 and that all exhibits, the self study, and students learning resource packets are complete. All that needs to be done now is to spruce up the shop, repaint, and make reservations for the visitors.

The next meeting will be May 23, 2017 in the ANY Technology program classroom at 5:30pm.

The meeting was adjourned at 7:30 pm.

TYPES AND METHODS OF INSTRUCTION

NOTE: The following methods and types of instruction practices are suggestions only. Each instructor is expected to develop an instructional method that best fits into his/her concepts based on his/her experience and training.

It is necessary for instructors who come from the skilled craftsperson's rank to develop a "Method of Instruction" that will enable them to pass on information to the trainee so that he or she may acquire the knowledge to get and hold a job in his or her field. The instructor must determine how much material to include and the length of time necessary to present this material.

LESSON PLANS

In determining the objectives of a lesson, the prime considerations should be: "Does it meet the need of the trainee?"

Remember, any lesson that is too long will not be learned because it will be boring to the trainee, and any lesson that is too technical in nature will not be understood by the trainee. Normally, the best method of preparing the lesson is the 4-step lesson plan as outlined below.

STEP 1: **PREPARATION**
Put ideas and experiences in the proper order. Be thorough and complete.

STEP 2: **PRESENTATION**
It is necessary to relate new ideas and experiences to the trainee so that he/she recognizes the most important facts.

STEP 3: **APPLICATION**
This is the step in which the learner applies the detail of the new subject that has been presented in the previous step.

STEP 4: **TEST**
A test should be designed to show the instructor's ability in teaching as well as the trainee's ability to grasp or learn new ideas.

Once the trainee has mastered one phase of instruction, then and only then, does the instructor move on to the next phase. If he/she does not understand the first phase, the instructor should not expect him/her to understand the second phase.

LECTURE METHOD

WHEN TO LECTURE:
Lecturing is effective when used as follows:
- A. Give direction or demonstration.
- B. To summarize.
- C. To describe a personal experience.

In deciding when to use the Lecture Method, give consideration to the following factors:
- A. Subject Matter – Does the topic have a lot of "punch" and is the trainee filled with at deep desire to hear what you have to say?
- B. How much time do you have? If time is of no consideration, do not use the Lecture Method. If you have a lot to say in a short period of time, this may be the best method.

HOW TO LECTURE:
One of the best ways to learn how to lecture is to take a course in public speaking. Since trade instructors are not generally known as the best speakers in the world, here are a few generally accepted ideas on the subject:

    A.   The library is full of good books on the subject. Find one that is easily understood and read it.

    B.   Keep your eyes on the trainee and speak so that you can be heard.

    C.   Keep it short and simple. Remember, more than thirty minutes and you have lost you trainee's interest.

DISCUSSION METHOD

The Discussion Method can be one of the most effective methods of instruction. The trainee receives from a discussion in direct proportion to what he or she puts into it.

Some of the advantages are:

    A.   If a trainee talks or thinks through ideas in a discussion, he or she is making use of what he or she already knows.

    B.   The Discussion Method helps the instructor "hear" his or her instruction to a level that the trainee will understand.

    C.   The old saying, "You can't teach an old dog new tricks", just isn't so. The instructor and the trainee can learn much by the pooling of knowledge.

In deciding what to use in a Discussion Method, consider the following factors:

    A.   THE SIZE OF THE GROUP. If more than twenty trainees are in the group, very little will be gained by anyone.

    B.   THE SUBJECT TO BE DISCUSSED. Most of the trainees should have some experience along the line of discussion. The subject should be of practical interest to everyone in the group.

    C.   THE TIME AVAILABLE—IT TAKES TIME FOR A GOOD DISCUSSION. At least thirty minutes should be set-aside in the plan for any discussion. If a discussion lasts more that sixty minutes, it's probably not a discussion but, rather, a "bull session."

DEMONSTRATION METHOD

This method is probably the best way that a trainee learns. To be the best way, however, any demonstration must be well planned and well executed. With the hands-on type of training used at TCATK, the demonstration method is greatly effective.

WHEN TO USE THE DEMONSTATION METHOD: The Demonstration Method is a combination of other methods and may be used:

    A.   To supplement a lecture or discussion.

    B.   To prepare a trainee for the correct application of knowledge and skill.

    C.   To show proper skill and workmanship.

    D.   As a method testing skill or knowledge of the trainee.

HOW TO PREPARE FOR THE DEMONSTRATION: Preparation for a demonstration takes more time that any other method of teaching. Here are some suggestions:

    A.   Ask yourself, "What is the purpose of the demonstration?"

    B.   Be sure to have the proper equipment and be sure it works.

    C.   List, in proper order on the lesson plan, the step to be done.

    D.   List key points you want the trainee to master.

E. Demonstrate where everyone can see the demonstration with ease. If they can't see it. They can't learn it.
F. If you have time, conduct a dry run. (rehearsal)

QUESTIONING PROCEDURES

How to ask and answer questions is very important and serves a number of purposes. Some of these include the following:
A. To arouse interest. This helps the trainee to focus his or her attention on the subject.
   a. To determine if the trainees understand the instructions. You know and understand what you said, but do they.

The types of questions that you might ask are as important as the purpose of the questions. Types of questions that might be asked are:
A. Direct Question – Addressed to a definite trainee as a means of getting him or her to express him or herself.
B. Overhead Question – Addressed to the entire group and may be answered by anyone in the group.
C. Rhetorical Question – Addressed to the entire group but requires no answer. It sets the stage for what you want to say.

The characteristics of effective questions are:
A. Rule out most questions, which may be answered, "Yes" or "No".
B. Questions should be brief and in a language the trainee will understand.
C. The question must be related directly to the subject of consideration.
D. Answers to questions should be in a trainee's own words.

Some questioning techniques might include:
A. State the question to the entire group – pause for a moment to allow your trainees to think on the answer – call the name of one trainee for the answer.
B. Give a copy of your questions to the members of the group. Do not use a set order, such as an alphabetical list in asking questions.
C. Ask your questions in a natural voice, but loud enough for all to hear.
D. Give the trainee a chance at redemption if he/she answers the first question incorrectly. Rephrase your question, or ask a leading question, or ask a leading question to help his or her thinking. Don't leave the trainees without another opportunity to express themselves.

PROCEDURES OF STUDENT EVALUATION

Evaluation (testing) should always be geared to the performance set forth in the course objectives, and not to how well the trainee retains whatever he or she may have been told during the course.

Trainees are not to be compared with other trainees but against a pre-defined criterion. This, of course, will call for an evaluation that will determine whether or not a trainee can perform as required.

It has been said that a test must have validity, reliability, and usability to be a good test. These may be defined as follows:
Validity – does the test measure what it purports to measure?
Reliability – how well does the test measure?
Usability – is the test easy to give, take, and score?

Trainee evaluation is more often categorized into the following four types:
1. Written test

        2.   Oral questions
        3.   Performance test
        4.   Observation of trainees at work

The training objectives of the College require the acquisition of knowledge and manipulative skills necessary to gain and sustain employment. The written test and oral questioning types of evaluation are generally associated with the measurement of knowledge. The performance test and observation of the trainee at work is associated with measuring the manipulative skills.

A.   WRITTEN TESTS
Written tests are the most frequently used instruments for trainee evaluation.
There are many types of written tests. The following list will state some of the accepted types:
        1.   Essay tests
        2.   Written objective tests:
                a.   Multiple choice
                b.   Matching
                c.   Rearrangement
                d.   True – False
                e.   Identification
                f.   Recall
                g.   Completion
                h.   Enumeration

B.   ORAL TESTS
Achievement testing frequently employs the oral test methods. The instructor states the question orally, while the trainee may respond orally or write his answer. The instructor's day-by-day questioning of trainees at work is an informal type of oral test. The instructor may use this informal type of oral testing to determine the trainee's accomplishment or where he may have difficulty.

A more formal approach to oral testing may be the formulation of effective oral questions applicable to specific trades. These questions could be used to evaluate the trainee's progress within his or her chosen occupation area. The instructor's time spent in preparation of formal or informal oral questions would be very useful in implementing other methods of evaluation.

C.   MANIPULATIVE PERFORMANCE TESTS
The measurement of a trainee's ability to perform manipulative skills is an important phase of vocational program evaluation. The fact the trainee can correctly answer all the pertinent questions related to cutting threads with an engine lathe does not prove he or she can cut threads using an engine lathe.

Many well-meaning instructors list the developments of certain manipulative skills as one of their most important objectives and use most of their class time developing the skills, and then proceed to administer written tests as the main, and often the only means of measuring achievement.

The instructor may employ three (3) basic means of measuring the trainee's skill in performing manipulative operations under rigidly controlled conditions. These are: (1) observe the trainee by exercising careful, systematic, objective means and then record the results at definite intervals; (2) check the grade of the trainee's finished project or work; and (3) administer a manipulative performance test.

The manipulative performance test affords a thorough analysis of the complete performance as well as an evaluation of the elements in that particular performance. A well-balanced performance test should include:

1. A set of instructions for administering and scoring the test.
2. A blueprint including specifications or detailed description of the job to be performed by the trainee.
3. Specific directions for the trainees as they take the test.
4. Full consideration of the time factor and the recording of credit points earned on the time basis.
5. A checklist of the method or procedure followed by the trainee.
6. A checklist for the examiner in scoring the completed job.

The trainee's skill as he or she performs must be measured and analyzed by the use of testing in which the examiner and the trainee place appropriate emphasis upon each aspect of performance – namely that of speed, quality, and procedure.

D.   THOROUGH OBSERVATION and EVALUATION

As thorough as written, oral, and performance tests appear, there are definite results stemming from good instruction that these instruments fail to measure. To more accurately measure the sum total of the trainee's accomplishment, educational growth, and the application of these two materials, tools and processes, the instructor must make daily observations of his or her trainee at work in the classroom, laboratory, or shop.

Objective evaluation using the daily observation procedure must have certain guidelines if the evaluation is to be worthwhile. Some of these guidelines are as follows:
1. Predetermine what you are to observe
2. Allow the course objectives to designate what you should observe
3. Base your observation upon all other evaluation instruments
4. Make your observation realistic and thorough
5. Devise a rapid but competent method of recording the results
6. Adopt several levels of proficiency
7. Examine outstanding incidents in respect to the full period of instruction

Systematic recording of your observation conclusion is of extreme importance to this method of evaluation. A progress chart might be used to record this information. The progress chart is a simple checklist containing the trainee's name and the basic operations of each part of the course outline for a particular program. A progress chart designed by the instructors to meet the needs of his or her particular course is most acceptable; however, standardized charts are available.

INSTRUCTOR LIABILITY INFORMATION

Instructors can be held liable for injuries sustained by a trainee if (1) he/she is proven negligent and that negligence was the cause of the accident, (2) the situation is a matter of proof and the burden of proof is upon the trainee or his/her representatives. However, legal proceedings may be instituted against the instructor whether he/she is liable or not. This means attorney fees, time lost, and worry, other expenses and trouble.

Negligence can be described as a lack of due diligence and care, or the failure of the instructor to act as a reasonable prudent and careful person. Each case stands on its own merits and is a question for a civil jury to decide whether the facts substantiate a claim of negligence. This indicates that instructors should do all within their power to provide a safe environment and to develop and execute a safety program that will result in safety consciousness within a trainee and, of course, for his/her protection.

The direct or immediate cause of an injury is the proximate cause. It is an element in establishing liability. To be held liable, the careless conduct or actions of the instructor must be clearly established as the proximate cause of the injury sustained by the trainee.

Some conditions that may result in an instructor being proven negligent are:
1. Being absent from instructional area.
2. Lack of consideration of ability.
3. Lack of proper safety instructions.
4. Neglect of equipment.
5. Lack of insistence that proper safety guards be used.
6. Failure to use reasonable care.

Some suggestions:
1. Give adequate supervision at all times. This is the key to an effective safety program.
2. Be able to show that you have developed a definite plan for safety and that each student has been adequately trained in appropriate health and safety procedures.
3. Establish safety rules for operation of all power equipment and allow no irregularity in their enforcement.
4. Instructors always practice safety.

TCAT KNOXVILLE WRITTEN PLANS

WORK BASED ACTIVITY PLAN

PURPOSE: The Tennessee College of Applied Technology Knoxville recognizes the importance of work based activity in its programs. Work based activities are structured learning activities that are conducted in a supervised work setting external to the institution or in a setting that involves the public. TCAT Knoxville's work based activity program objectives:

1. To provide the student with the opportunity to develop and apply a 'real world' work of experience using the knowledge and skills they attain in their program of study.
2. Provide the institution with objective input from potential employers or customers of program graduates

TCAT Knoxville incorporates work based activity through cooperative work programs, live work projects, clinical experiences and externships.

Each work based activity has a written plan for students specifying the particular objectives, experiences, competencies and evaluations that are required. There is also an instructional plan for each activity that involves an on-site employer representative or institutional faculty member who is responsible for overseeing the students' learning experience as well as participating in the students' written evaluation. All work based activities conducted by TCAT Knoxville are supervised by the program instructor who possesses the appropriate qualifications to oversee the activity.

The following agreements are executed and kept current for all work based activities:
1. Cooperative Work Program Agreement
    a. On file in administration as well as with the program instructor.
2. Clinical Agreements
    a. On file with the Allied Health program instructors
3. Externship Agreements
    a. On file with the Medical Office Information Technology program instructor
4. Live Work Agreement
    a. Location: on file in the business office

STUDENT & EMPLOYER FOLLOW UP PLAN

PURPOSE
Follow-up is a planned process of securing information from former students and their employers for informational and evaluation purposes.

The follow-up procedures for the Tennessee College of Applied Technology Knoxville consist of two (2) components: Student Follow-up and Employer Follow-up. Information received from both students and employers provide an accurate evaluation of the success of the school's programs. Follow-up information is also useful in the evaluation of school operations and program content.

OBJECTIVES
The follow-up system for the Tennessee College of Applied Technology Knoxville is useful in achieving the following objectives.

1. To determine the strengths and weaknesses in instructional programs and in the overall marketing to students.
2. To obtain suggestions for the improvement of the school's programs and services.

3.   To obtain information regarding the economic impact of school graduates.
4.   To obtain updated occupational information of school graduates for student's recruitment services.
5.   To collect data for reporting purposes as needed.

PROCEDURES
The College staff realizes that the collection of follow-up data is contingent, in part, upon the degree of emphasis placed on follow-up and recognize follow-up as an important component in the evaluation of the effectiveness of programs and their success in preparing graduates for employment. Instructional, administrative, and student services staff work cooperatively to obtain information from graduates and employers. The Compliance/Curriculum Coordinator and Student Services Coordinator have the primary responsibility for the follow-up of graduates and employers.

Students are informed of follow-up procedures and requirements during their orientation. Throughout the students' training, the instructional staff continues to stress the significance of student responses to follow-up. The importance of follow-up data is again emphasized during the exit interview. Follow-up is also discussed in the student handbook.

FOLLOW-UP OF COMPLETERS
The follow-up process begins during the exit interview conducted with each student (graduate). The importance of follow-up information is discussed during the exit interview. The Alumni Survey Form is reviewed with the student in order to make sure he/she understands how to complete the form. The disposition of the completed form is covered in detail with the student so that they can have some idea of how the information is used. The student is informed that follow-up information will be collected in the future and that their response to the questionnaire will be of benefit to the school and to future students.

The follow-up of graduates seeks to obtain information about program effectiveness, program efficiency, and program relevance. Therefore the follow-up should occur after the graduate has had sufficient time of the job to provide an appropriate basis for program assessment. The school will email the Alumni Survey Forms on an annual basis.

The Alumni Survey Form requests information about the student's employment status, job title, salary, etc. and also requests the students to evaluate their training program relative to their job performance. The student is also asked to provide any recommendations for the school's programs and services. If the Alumni Survey Form is not returned in two weeks, the school will email a second follow-up form to non-respondents.

In cases where the follow-up questionnaire is not returned, a designated school official will attempt to obtain follow-up information by telephone or mail. Follow-up information obtained by telephone is recorded and documented by the person making contact.

If all attempts to secure follow-up information have failed, the student's placement record is closed until other leads develop.

FOLLOW-UP OF NON-COMPLETERS
Follow-up is conducted with non-graduates or non-graduate completers in order to determine their reasons for leaving the school before program completion. This information is obtained when the non-completer completes the Exit Interview Form at the time of his/her termination.

FOLLOW-UP OF SUPPLEMENTAL STUDENTS
No follow-up is conducted on special industry students or those students who receive a supplemental certificate.

EMPLOYER FOLLOW-UP
The follow-up of employers seeks to obtain information about the effectiveness and relevance of the school's programs. The information obtained from the employers of student graduates is vital to the successful operation of the school.

To insure the validity of response from employers, follow-up is conducted after the student graduate has been employed for a sufficient period of time for an accurate assessment of his/her performance on the job.

The Employer Survey Form is mailed to all employers identified on the student's Exit Interview Form or Placement Status Report. However, only those surveys which indicate that the student is employed in a field related to his/her training will be used in the analysis of responses for evaluation purposes.

A list of employers who have not responded to the questionnaire is submitted to the instructors by the office staff. The College will attempt to make a personal contact with the employer to encourage the employer to provide the information.

The data obtained from follow-up information is made available to instructional personnel and administrative staff and is used to improve the quality of programs. Any information received from a completed questionnaire that would require immediate action is referred to the Director for appropriate action. Special attention is paid to whether the graduates are employed in related or non-related jobs. The success of graduates in securing employment in fields related to their training is an essential component in the evaluation of the effectiveness of the program. Comments and suggestions form student employers continue to provide valuable assistance in the improvement of school programs and services.

STUDENT FOLLOW-UP PLAN

I.   Orientation: Explanation of Follow-up Procedures

II.   Exit Interview
        A.   Complete Exit Interview/Placement Information Form
        B.   Explain Placement Status Report Form
        C.   Outline Future Follow-up Procedures (Alumni Survey and Employer Survey).

III.   Email Alumni Survey to student graduates after sufficient time on the job.

IV.   Document efforts to obtain information from students whose status is unknown or who are unavailable for employment.

V.   Email Employer Survey Form to employers indicated on the Exit Interview Form, Placement Status Report Form, or Alumni Survey Form, whichever information is most current and available to the school.

Copies of the various forms used in the follow-up procedure can be obtained from the Student Service office by any instructor or staff member who might desire to see them

MEDIA SERVICES PLAN

MISSION AND SCOPE

Tennessee College of Applied Technology Knoxville's mission for media services is that for instruction to be effective, media services must be available to faculty and students. Instructors must maintain current in their knowledge of changes occurring in their occupations so curriculum and instruction can be kept up to date. There is no centralized facility which houses media. Each program instructor is responsible for ordering and maintaining media and making the media readily available to student. Inventory of media resources is maintained by each instructor.

TYPES OF MEDIA USED

A variety of media is used in the programs. These include, but are not limited to, textbooks, reference books, periodicals, manuals, DVD's, internet access, computers, and other audio-visual materials and equipment.

STAFF MEMBER RESPONSIBLE FOR IMPLEMENTING THE MEDIA PLAN

The Director is responsible for implementing and coordinating the media plan. The annual budget of the College supports the purchasing of media.

ROLES AND RESPONSIBILITIES OF STAFF MEMBERS

All administrators, instructors, and advisory members have roles in implementing the plan. Instructors research the need for media. Advice from advisory board members is taken into consideration. It is the responsibility of the instructor to complete a requisition form requesting media to be purchased. It is then submitted to the Business Office. All requests are prioritized and if funds are available, the media is purchased.

ORIENTATION FOR USER GROUPS

If instruction for use of media is needed, it is provided by the vendor or other appropriate persons.

FACILITIES ESSENTIAL FOR USING MEDIA MATERIALS

Media is housed in each program area and/ or a storage area. By housing the media in readily accessible locations, the instructors and students are able to meet the objectives of the program.

ANNUAL BUDGETARY SUPPORT FOR THE SERVICES

Resources for purchasing and maintaining media is generated from the annual budget and special funding. Students are charged a Technology Access Fee (TAF) and these funds can only be used for Technology. Each program has an allotted budget to cover media expenses within there Instructional supplies category.

EVALUATION MEASURES

Evaluation of the effectiveness of Media Services is continuous. All administrators, instructors and advisory members have roles in implementing the plan. Programs that are accredited by various agencies require appropriate media be provided for students and faculty.

PLAN FOR MAINTAINING, REPLACING & DISPSOSING FOR OBSOLETE EQUIPMENT

TCAT KNOXVILLE PURCHASING POLICIES and PROCEDURES

The purchasing of supplies, materials, and equipment for all departments of the school are described, in detail, in the TBR PURCHASING POLICIES that is available on the TBR web site. The procedures outlined in this policy must be followed in the purchasing of all supplies, materials, and equipment.

Each staff member is encouraged to keep a copy of this policy close at hand to refer to, if any questions concerning procedure should arise. If any staff member cannot locate a copy of this policy, they should contact the Assistant Director or Director to obtain a copy.

A general outline of the procedure to be used by instructors to arrange for the purchase of any supplies, materials, or equipment is:

1.	Decide on what supply, material, or piece of equipment is needed.
2.	Identify vendors who might provide whatever is needed.
    a.	Complete and turn in a "TCATK Requisition" form to the Finance/HR Coordinator. This form should provide detailed information about the product, number wanted, size, approximate cost, name of vendor (s), address and telephone/fax numbers, etc.
3.	For items that might cost between $5,000.00 and $25,000.00 a list of at least three (3) vendors should be included. Items in this category must be obtained through the bid process unless they are available on a State Contract. The Director will determine if the items are available on contract or if a request for bids must be sent out. Any item costing more than $25,000.00 must be bid by Pellissippi State Community College and must have a minimum of fourteen (14) vendors.

INVENTORY PROCEDURES

Pellissippi State Community College, TCAT Knoxville's lead institution under the Board of Regents, is responsible for maintaining the formal equipment inventory. TCAT Knoxville's part in this inventory procedure will be to:

1.	Decide what equipment is needed and issue a request for same to PSCC. They will send out bids for the item. When the item is received at TCATK, a receiving report will be sent to PSCC and PSCC will assign an Inventory Tag number if the equipment is capitalized or deemed to be sensitive.

2.	There will be an inventory check annually, performed by the Director and Maintenance staff who will then verify that a piece of equipment: (a) is still on campus; (b) has been transferred to Surplus Property to be sold at auction; (c) has been transferred to another institution; or (d) disposed of due to poor condition and un-repairable.

3.	The College will do an annual inventory check to determine if equipment is still in usable condition or in need of repair or replacement. Funds are provided in the budget as a line item called "Renewals and Replacements" to provide for the maintenance and/or replacement of equipment items.

4.	Documentation of maintenance and upkeep of equipment will be coded by object code into the Banner accounting system. This documentation, invoices, and purchase orders identify the equipment and what was done to it. In addition, during the annual inventory check by the staff, the condition of equipment will be checked. Should a piece of equipment be deemed in need of

repair that will be reflected on the inventory sheet. After repair, the condition of that piece of equipment will be updated on the inventory list as being in good condition again.

MAINTENANCE/UPKEEP PROCEDURES

When repairs on equipment become necessary, the item is checked by the instructor and students from the most applicable shop at TCAT Knoxville to determine what, if any, repairs are needed and whether or not they can be preformed by school personnel or students. If the repairs can be done in the school as a training activity, students will make the necessary repairs or perform maintenance under the guidance of their instructor.

If the job cannot be done locally, outside repair services will be contacted and the piece of equipment taken there or they will be requested to come to the school to perform the service. Materials, parts, and/or services are purchased through normal purchasing procedures.

OBSELETE AND SURPLUS MATERIALS
TCAT Knoxville disposes surplus property based on TBR Policy 4-02-20-00 Disposal of Surplus Personal Property.

TCAT Knoxville will offer surplus property online through GovDeals Internet auction on an "as is" – "where is" basis. Any and all costs surrounding the dismantling, removal and the transportation of these items will be the sole responsibility of the interested institutions. This will be an ongoing process and govdeals.com should be checked regularly for any updated items.

All items will appear in Tier 1 and made available to TBR institutions for internal redistribution. After the required 7-day period has expired, the items will be moved to Tier 2 and made available for local public schools for redistribution. After an additional 7-day period has expired, the items will be moved to Tier 3 for public auction.

If you have questions or concerns in regards to surplus, contact Tim Corum at tim.corum@tcatknoxville.edu. In order to view items you must register the auction site can be accessed through www.govdeals.com**.**

PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN

TCAT Knoxville reviews and addresses the adequacy of all physical facilities on an annual basis. All capital projects are required to be submitted to the Tennessee Board of Regents to be reviewed and awarded funding if approved.

In accordance with TBR Policy 4:01:02:30, TCAT Knoxville utilizes the following procedure:

A. Prior to proceeding with preplanning or design of any project for which an architect or engineer is engaged, the director shall, in coordination with the Tennessee Board of Regents staff, develop a comprehensive program statement for the project.

B. This program statement shall fully set forth the scope of the proposed project and the functional requirements to be satisfied.

C. When approved by the Board of Regents staff, the program statement shall be the basis for the preplanning and design of the project.

D. The Chancellor shall ensure that the preplanning, design, and final plans of each project are carried out in conformance with the approved program statement.

PLAN FOR OPERATION and MAINTENANCE of FACILITIES

GENERAL: Orderliness and organization go hand-in-hand with good housekeeping and maintenance. A plan for maintenance of facilities is needed in order to provide orderly training to students. No area with poor housekeeping and maintenance conditions can present a good instructional atmosphere. Instructors are enjoined to set and maintain acceptable operation/maintenance standards. Regular cleaning periods should be set aside at which time a complete cleanup is accomplished. Periodically, a thorough renovation should be undertaken with removal and disposition of all accumulated material not being utilized in order to eliminate the possibility of safety hazards. Poor housekeeping contributes appreciably to hazardous conditions and accidents.

PLAN: A plan for operation and maintenance for the Tennessee College of Applied Technology Knoxville is established by the Director in accordance with accepted system practices to include the operation and maintenance of: heating, HVAC systems; interior exterior surfaces; landscaping; sidewalks; drives; parking areas; and safety hazard elimination. In order to assure that all phases of operation and maintenance are covered, the plan (including personnel assignments, designated duties, etc.) is as follows:

1. The general maintenance, upkeep, and clean up of each individual shop /classrooms areas in Building B is the direct responsibility of the instructor and the students. Daily cleanup times are provided for this purpose and students are to be reminded that this is a part of their course study. The restrooms, hallways, classroom B100, restrooms, lounge, offices, hallways of the Diesel/Truck Driving Building will be cleaned by the Custodial Staff. The Custodial Staff will clean all of Building A with the exception of the contracted Bookstore.

2. Minor maintenance, repair, upkeep, replacement, etc. is the responsibility of the Maintenance Department, within their capabilities. Repair to training equipment, electrical systems, heating air conditioning and ventilating systems. In some instances the Industrial Electricity, Industrial Maintenance and the Heating, Ventilation, Air Conditioning & Refrigeration instructor's and their students may assist in repairs as long as it is within the training requirements for that program and they are capable of performing the work. The Computer and Network Systems Technology instructor and students will be responsible for assisting the Director with installing, maintaining the upkeep of all school-owned computer equipment and infrastructure as it is within their capabilities to perform the work. Any major maintenance, upkeep, and/or repairs that cannot be performed will be contracted for through normal purchasing procedures as defined by the Tennessee Board of Regents.

3. The maintenance and general upkeep of outside surfaces, painting where needed, are the responsibility of the Maintenance Department. Grounds keeping (mowing, planting, pruning, landscaping, etc.) are contracted to an outside vendor. Any plans for the improvement of the campus must be approved by the Director.

EVALUATION: the Director, Assistant Director, will make an evaluation of the effectiveness of the Operation and Maintenance Plan on an ongoing basis. This evaluation is also a part of the annual employee and the student Exit Interview. Changes in the plan and the assignments of personnel or changes to the contracted services will be made if found to be needed in the process of these various types of evaluation.

A PLAN FOR EVALUATING THE EFFECTIVENESS OF THE STUDENT SERVICES DEPARTMENT

The Tennessee College of Applied Technology Knoxville will evaluate the effectiveness of the Student Services Department on an annual basis by:

1. Exit interview given to all exiting students
2. The annual evaluation of Student Services staff members by the Director and the Assistant Director of Student Services.

The results of the student survey are tallied and disseminated to members of the department.

PLACEMENT SERVICES PLAN

The placement of students in satisfactory employment is one of the primary objectives of the Tennessee College of Applied Technology Knoxville. TCAT Knoxville's Placement Plan assumes equal responsibility among Student Services, instructors, and the students.

Objectives of Placement Services
• The placement of students in satisfactory, training related positions
• The maintenance of an active, up-to-date listing of employers and employment opportunities
• Regular communication between the TCAT Knoxville staff and area employers to acquire job listings and information needed to meet the employers' and students' needs
• Deliberate preparation of the student for the world of work
• The maintenance of data regarding placement efforts for informational and evaluation purposes

HEALTH AND SAFETY PLAN

Safety is everyone's responsibility. As an employee, you are expected to take an active part in maintaining safety on the campus. TCAT Knoxville expects all employees to observe all safety rules, adhere to all safety instructions provided by administration and use safety equipment where required.

TCAT Knoxville has a Safety and Emergency Response program manual that is distributed to all faculty and staff to assure the health and safety of employees, students and guests. The plan is evaluated regularly and revised by a committee made up of administration, faculty and staff members.
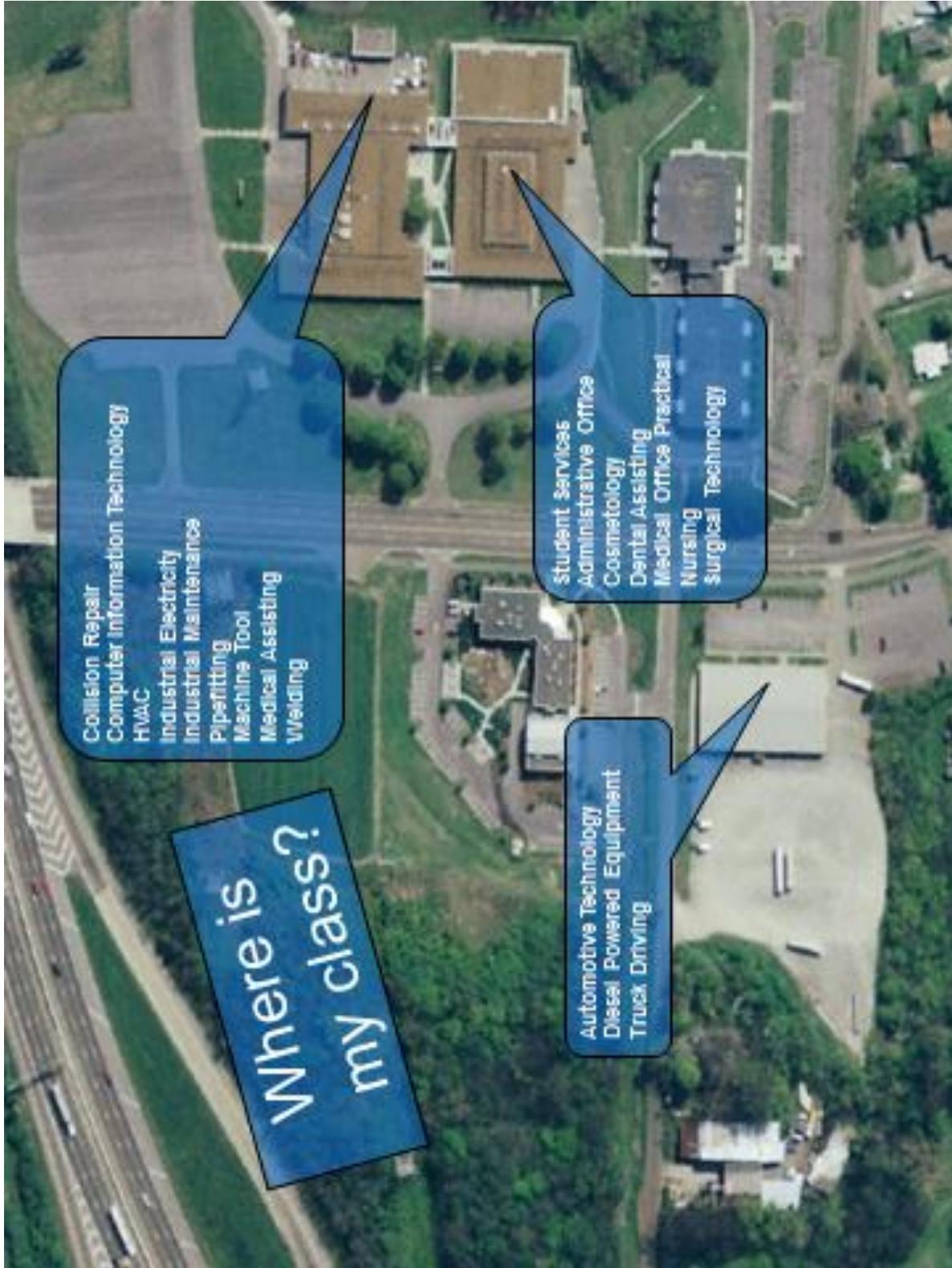
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY KNOXVILLE
EMPLOYEE CHECKLIST

_____   _____

Employee Name (Please Print)   Hire Date

CHECKLIST	OFFICE/LOCATION	Received	Returned	SIGNATURE
Computer Password	IT Department			
Telephone	IT Department			
Email	IT Department			
Cell Phone	IT Department			
ID Card (State)	Student Services			
Parking Tag(s)	Student Services			
Property Inventory	Facilities Coordinator			
Key(s)	Facilities Coordinator			
Uniforms	Finance/HR Coordinator			
Time Sheet	Finance/ HR Coordinator			
Leave Forms	Finance /HR Coordinator			
COBRA (Medical/Dental)	Finance/HR Coordinator			
Optional Life Insurance	Finance/HR Coordinator			
Payroll Accounting	Finance/HR Coordinator			
**Retirement	Finance/HR Coordinator			
Voluntary Deductions	Finance/HR Coordinator			
Benefits Orientation	PSCC			
Campus Tour/Introductions				
Employee Orientation				
Instructional Mentor				

TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
KNOXVILLE

1100 Liberty St. | Knoxville, TN 37919
Phone 865-546-5567 | Fax 865-971-4474

tcatknoxville.edu

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

My signature below acknowledges that I have received a copy of the Tennessee College of Applied Technology (TCAT) Knoxville's *Employee Handbook* and that I have reviewed the school's policies governing all benefits, educational programs, and employee responsibilities. I understand that I am expected to abide by all rules and guidelines contained within the TCAT Knoxville Handbook and Tennessee Board of Regents policies and procedures and that the school reserves to right modify its contents at any time.

Hire Date: _____

Employee Position: _____

Employee Name:_____

Employee Signature:_____ Date:_____