Nashville State Community College

Part-time Faculty Guidebook

2024-2025

Contents

This Guidebook is intended as a resource for the faculty and staff who work within the Academic Affairs unit of Nashville State Community College (Nashville State). The guidebook will reference Nashville State policies but is not intended to replace or supersede Nashville State or Tennessee Board of Regents (TBR) policies. Policies and procedures included in the Handbook shall comply with Federal, State of Tennessee, and TBR laws, policies, procedures, and guidelines. Where there is conflict in procedures cited in the Guidebook with those of Federal regulations, State of Tennessee, or TBR, the following shall be the order of compliance: Federal regulations, State of Tennessee, TBR, and lastly, Nashville State policy.

This Guidebook is a dynamic document that needs continual updating in order to meet the needs of those for whom it was written and to reflect policy and procedural changes. As is the case with the College Catalog, this Academic Affairs Guidebook will be reviewed annually.

Section 1: Getting Started

Introduction to the College

Founded in 1970, Nashville State Community College has been dedicated to bringing affordable and accessible higher education to Middle Tennessee for decades. Today, Nashville State continues to prepare students for success with several campuses across Tennessee.

In 1984, Nashville State joined the Tennessee Board of Regents (TBR) system of state universities and community colleges. In 2002, the Tennessee General Assembly and the Governor expanded the mission of Nashville State to a comprehensive community college.

As a community college, Nashville State offers the Associate of Applied Science technical and career degrees, and the Associate of Arts, the Associate of Fine Arts, the Associate of Science, and the Associate of Science in Teaching transfer degrees.

Nashville State Community College has seven campuses that serve the seven counties of northern middle Tennessee: Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, and Stewart.

The seven campuses are:

Clarksville Campus
1760 Wilma Rudolph Blvd.
Clarksville, TN 37040

Dickson Campus
206 West Walnut St.
Dickson, TN 37055

East Davidson Campus
2845 Elm Hill Pike

Nashville, TN 37214

Humphreys County Campus
695 Holly Lane
Waverly, TN 37185

North Davidson Campus
1520 Gallatin Pike
Madison, TN 37115

Southeast Campus
5248 Hickory Hollow Pkwy.
Antioch, TN 37013

White Bridge Campus
120 White Bridge Pike
Nashville, TN 37209

Mission, Vision, and Core Values

Mission: Nashville State connects students, employers, and communities through personalized, high-quality, innovative educational experiences.

Vision: Nashville State leads the nation in achieving equitable outcomes for our diverse community of learners.

Core Values: Nashville State embodies the core values of LEADS.

Learning: We are a community of learners who provide informal and formal educational opportunities for our students, our communities, and ourselves.

Equity Driven: We are dedicated to identifying and removing barriers to success in teaching, learning, and working.

Accountability: We are accountable for individual excellence, continuous improvement, and prioritizing resources to achieve the vision and mission of our college.

Data informed: We are committed to using data and analytics to guide decision-making and resource allocation at all levels.

Student Centered: We are responsible for creating a culture of student success.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice

ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

For additional information on the College's history, its strategic goals designed to achieve Nashville State's vision and mission, and its facilities, visit https://www.nscc.edu/about/mission-vision-and-values.php or consult the College Catalog, which is available at https://www.nscc.edu/academics/catalog.php.

THEC and TBR

Tennessee Higher Education Commission (THEC)

Formed in 1967, the Tennessee Higher Education Commission is the state's higher education coordinating board and is responsible for an array of duties under TCA 49-7-202. https://www.tn.gov/thec/about-thec-tsac/commission-members0.html
- Administration of the outcomes-based funding formula
- Approval of all new academic degree programs
- Development of the state master plan for higher education
- Serving as the hub for postsecondary data analysis and research
- Authorization and regulation of proprietary institutions
- Serving as the state approving agency for veteran education benefits

Tennessee Board of Regents (TBR)

The Tennessee Board of Regents system is the largest system of higher education in Tennessee. It is governed by 19 board members. The board meets four times a year at regularly scheduled meetings, and the chairman may call additional meetings during the year as needed. The board sets policies and guidelines that govern all TBR institutions. All board meetings are open to the public and the press as observers under Tennessee law.

According to its bylaws, the purpose of the Board of Regents is to do the following:
1. Establish, govern, manage, and control the State University and Community College System of Tennessee.
2. The Board of Regents views itself as the responsible agency for purposes and proposals of the System subject only to legislatively mandated review.
3. Develop a system organization that will provide coordination of the system of institutions and area vocational-technical schools while at the same time preserving the unique qualities, integrity, and regional and community relationships of each of the institutions and schools.
4. Provide essential centralized services and uniform procedures which will increase the individual effectiveness and improve operations of each of the institutions and schools of the system.
5. Increase the ability of the institutions and schools and the System to compete and account for state appropriations, while providing more efficient utilization of state resources provided for their support.
6. Assure more effective lay and public direction and system policy guidance thus preserving citizens' control of postsecondary education in Tennessee.

College Leadership

Organizational Chart

President's Office -
- Internal Auditor
- College Foundation
- Communications & Marketing
- Strategic Analytics & Planning
- Human Resources
- Vice President Business and Finance
  - Operations
  - Safety and Security
  - Technology Services Division
  - Finance and Accounting
- Vice President Student Affairs and Enrollment Management
  - Financial Aid
  - Admissions and Records
  - Welcome Center and Career Services
  - Testing Center
  - Access Center
  - Student Life
  - Student Success Center
- Vice President Academic Affairs and Workforce Development
  - Workforce Development
  - Learning Resources/Library
  - Academic Schools – School of Arts and Sciences, School of Business and Professional Studies, School of Health Sciences, School of Science, Technology, Engineering, and Math
  - Extended Campuses High School Initiatives and Dual Enrollment
  - Extended Campuses - Clarksville Campus, Dickson Campus, East Davidson Campus, Humphreys County Campus, North Davidson Campus, Southeast Campus
  - Online Learning

Organization of the Academic Affairs Unit

The Academic Affairs unit is led by the Vice President of Academic Affairs and Workforce Development. Included within Academic Affairs are: Associate Vice President of Academic Affairs, Associate Vice President of Extended Campuses and High School Initiatives, Instructional Deans; Associate Deans/Campus Directors, Dean of Learning Resource Center, Executive Director of Workforce Development, Director of Online Learning, and Director of High School Initiatives.

Academic Affairs leadership Team (AALT)
This group addresses issues such as day-to-day operations of academic schools and

interactions with other units on campus, academic scheduling, curricula, workforce connections, and programs and services.

Enrollment Management
This group addresses issues that affect student enrollment, retention, recruiting, and graduation. It is a collaborative team comprised of core team members from Academic Affairs, Enrollment Management, Financial Aid, Student Services, Marketing, and Planning and Institutional Effectiveness.

Shared Governance

The purpose of standing, task force, and ad hoc committees at Nashville State is to create a structure that supports the mission, strategic initiatives, and functionality of the college. Committees fulfill specific needs of the college and may be standing (with sub-committees), task forces, or ad hoc groups. Representative participation is key to supporting our commitment to principles of shared governance, inclusivity, and diversity. Membership on a committee offers the opportunity for the campus community to serve the college in a meaningful way.

Current committee rosters and minutes can be found on the Nashville State SharePoint site - search "Committees" to access the Committees SharePoint page. All employees have access to SharePoint through their Microsoft Office web portal.

Sponsorship: Each committee has a direct link to Nashville State Administration through the sponsorship process. All committees have a Senior Staff sponsor who serves as a resource for committee activities as needed.

Standing Committees: established groups that have on-going responsibilities and charges that are essential to supporting student learning, retention, and success, ensuring shared governance, making informed recommendations, fulfilling strategic initiatives, and supporting the framework for consistent, representative shared governance. Each standing committee has set parameters (example: only staff on Staff Assembly). Outside of those parameters, membership should be broad in scope and representation.

> *Examples: Faculty Senate, President's Cabinet, Assemblies, College Planning Council*

Each standing committee may have sub-committees or ad hoc groups that that may work towards meeting on-going goals of the full committee.

Sub-committees: Appointments or elections to these sub-committees are determined by the full committee. Sub-committees are responsible for documenting their work and submitting that work (minutes, project reports, etc.) to the full standing committee on a pre-determined schedule. Each sub-committee has inherent parameters. Sub-committees differ from ad hoc groups as their work is on-going, to repeat annually.

Example: Technology Access Fund is a sub-committee of the Technology Committee.

Ad Hoc: Groups created for a specific purpose, within a specific time frame, to address an issue or task under the direction of an existing standing committee, sub-committee, or task force. The committee officer(s) shall appoint or recruit members. The group exists until the purpose or goal is accomplished and its report delivered to the appropriate administrator.

Example: Office Hours Ad Hoc group reporting to Faculty Senate

College-wide Ad Hoc: Small groups, created by a President or Vice President, for a specific purpose, within a specific time frame, to address an issue or task impacting multiple college divisions. The President or Vice President forming the group will appoint a chair and approve membership. The group exists until the purpose or goal is accomplished and its report delivered to the appropriate administrator.

Each ad hoc receives its charge or mission in writing, including expected outcomes, and a timeline for completion of the work. If work is expected to extend beyond the initially determined timeline, the task force must provide an updated timeline for completion or make recommendations for continuation, including possible transition to a standing committee.

Example: Tenure and Promotion Process Review

College-wide Task Force: Only the President or a Vice President may form a task force for a specific purpose, issue, or task. The Senior Staff member (or delegate) must notify the Committee on Committees of the proposed task force formation with guidelines, membership, and chair and recorder before the initial meeting.

Each task force receives its charge or mission in writing, including expected outcomes, and a timeline for completion of the work. If work is expected to extend beyond the initially determined timeline, the task force must provide an updated timeline for completion or make recommendations for continuation, including possible transition to a standing committee.

Example: Compensation Task Force

Nashville State's shared governance structure provides for the following standing committees:

1. Accessibility Committee
2. Administrative Assembly
3. Business Continuity
4. Behavioral Intervention/Care Team
5. Charitable Solicitation
6. College Planning Council
7. Committee on Committees
8. Curriculum
9. Distance Education
10. College-Wide Promotion Review
11. Faculty Senate
12. Faculty Sick Leave Bank
13. College-Wide Tenure Review
14. General Education
15. Institutional Review Board (IRB)
16. President's Cabinet
17. Staff Assembly
18. Staff Sick Leave Bank
19. Technology

Emergency Alert System

Students, staff, and faculty can also sign up for Nashville State's emergency alert system RAVE. RAVE is an automated messaging system that sends messages to your cell phone and college email account in the event of a college closing or weather-related delay. To sign up, go to https://www.getrave.com/login/nscc.

College Closings and Inclement Weather

Nashville State Community College campus closure decisions are made in response to actual conditions at the various campus locations with consideration of weather forecasts. Students and employees are responsible for using their own best judgment with regard to weather conditions.

The President has authorized the Vice President for Academic Affairs and Workforce Development (VPAA), in consultation with the Director of Safety and Security, the Director of Facilities, and/or Extended Campus Directors, to make campus closure decisions. Extended campus directors will consult with the AVP Extended Campuses and the VPAA.

The decision to delay or cancel classes at the White Bridge Campus will also serve as the decision for the East Davidson, Southeast Campus, and North Davidson Campus. Separate decisions will be made for the Clarksville Campus, Dickson Campus, and Humphreys County Campuses. Classes held at a high school site will follow the respective public-school system closing decision.

When a decision is made to close a campus, the VPAA notifies the President the other VP's, the AVP(s), Academic Affairs Leadership Team, Computer Services, and AVP Marketing and Public Relations. Notifications are made by telephone, email, and/or text message.

The AVP Marketing and Public Relations notifies TV stations (channels 2, 4, and 5) and the Nashville State Webmaster. The Webmaster notifies the campus community via the college's website and social media outlets. The Computer Services Department puts a message on the college's phone greeting and voicemail systems (615-353-3333).

If severe weather or an emergency situation necessitates that a campus closes while classes are in session, the Department of Safety and Security will use the campus communications system to notify all personnel who are on campus. Members of the college community are strongly encouraged to sign up to receive emergency closure/cancelation alerts.

Whenever possible, announcements to delay or cancel classes will be made at least two hours prior to the closing or delay. When the campus is not closed, but an individual faculty member is not able to make it to campus due to weather condition, the faculty member will post an announcement or other instructions for students using D2L. Faculty members are also responsible for submitting a Class Cancelation Form to their Instructional Dean and extended Campus Director.

In July, 2024 TBR issued the following statement: "Presidents, in collaboration with their academic leaders, should ensure that faculty are prepared to adapt their instruction for hybrid or remote learning at any point during the semester."

Each in-person course should have an associated D2L course shell or another online platform where faculty can, at a minimum, upload the following:
1. Course syllabi
    a. Course syllabi should contain a note on how each faculty member will adapt their classroom work to an online environment e.g., a synchronous, online class via Teams or

Zoom or a reading with a required discussion posting. Note: TCATs are required to monitor and document attendance using technology capable of monitoring attendance in at least 50 minutes of each 60-minute clock hour through a synchronous modality.
   b. This campus closure protocol should keep in mind that students may be impacted by the event that closed campus e.g., loss of internet during a winter storm. It is encouraged that assignments have flexible due dates.
2. Instructor contact information
3. A message that students should check D2L or other online platforms in the event of a campus closure for updates on assignments and work that will be replacing the missed on-ground class.

Students are not to be penalized if they are unable to make it to class or arrive late due to weather. In such cases, students need to contact their faculty members (preferably through email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

Section 2: Faculty Information and Responsibilities

Adjunct Faculty
Adjunct faculty are part-time, temporary employees whose contracts typically cover a one-semester or summer term period to teach up to twelve (12) credits in fall and spring and up to seven (7) per summer semester and are paid by the teaching load credit according to the chart below. In special situations, adjuncts may teach in excess of credits in a semester as outlined above, but must have approval from the VPAA to do so.

Adjunct faculty members are not required to hold scheduled office hours; however, students must have access to adjunct faculty members. Access can be provided right before and after class and/or by phone, email, or virtual conference. Adjunct faculty members are expected to meet all classes promptly as scheduled. In the case of unanticipated absences, instructors must notify the Dean or Director as applicable. Any absenteeism may be reflected in the amount of pay. Adjunct faculty contracts must be acknowledged through myNSCC by the first day of class of each semester or term.

Adjunct salaries are based on the instructor's qualifications and experience. Credentials determined by the appropriate Instructional Dean in accordance with SACSCOC requirements. Healthcare programs may develop an altered system for payment of clinical faculty with prior approval of the VPAA.

Category 1: $650 per TLC

Category 2: $680 per TLC Successful completion of 12 TLCs at Nashville State

Category 3: $710 per TLC Successful completion of 21 TLCs at Nashville State

Category 4: $740 per TLC Successful completion of 30 TLCs at Nashville State OR successful completion of 9 TLCs at Nashville State and the Culturally Responsive Teaching Certificate through the Nashville State Teaching Center.

Faculty Duties and Responsibilities

Teaching Load Credits

Teaching load credits (TLC) are calculated as follows:

Lecture and Lab classes: (Student credit hours + contact hours)/2 = TLC
Examples:
      ENGL 1010 would be (3 SCH+3 contact hours)/2= 3 TLC

BIOL 2010 would be (4 SCH + 4 lecture and 2 lab contact hours)/2 = 5 TLC
CULA 1320 would be (3 SCH +1 lecture and 4 lab contact hours)/2 = 4 TLC

Applied Music Lessons: individual students in private hour-long applied lessons. Applied lessons are compensated at 0.75 TLC per student

Clinical Courses: Compensation for supporting student clinical rotations will vary based on discipline. Any changes to compensation for clinical rotations must be approved in writing by the VPAA.

Independent Study Courses: courses that do not lend themselves to traditional classroom or laboratory methods but must be taught in an individual, tutorial, consultative manner are credited to the faculty member on the basis of 0.2 TLC for each student.

In general, class sections need a minimum of 10 students in order to run without the risk of being cancelled. Low enrollment classes are reviewed in preparation for each term and final decisions regarding offering classes with fewer than 10 students enrolled are made by the VPAA in consultation with AALT and faculty leaders.

Class Cancellations Due to Low Enrollment
It is sometimes necessary to cancel scheduled classes when student enrollment does not reach minimum levels. The decision for class cancellation resides in the Office of the Vice President of Academic Affairs and Workforce Development in consultation with AALT and faculty leadership. Faculty members are not paid for classes that must be canceled. When a class is canceled, enrolled students will be notified by phone or email that the class is canceled and receive a full refund. Any fees directly applicable to the canceled class will also be refunded.

Faculty Absences

Class Cancellations Due to Faculty Absence
The purpose of the leave system is to allow for occasions when an illness, an emergency, or any other interfering event prevents a faculty member from fulfilling their obligation to the College. Given that the faculty's primary obligation is teaching, it is considered within the spirit of the guidelines that faculty schedule appointments and elective procedures in such a way as to minimize the impact on teaching schedules and will make every effort not to miss scheduled classes and not to have classes canceled. However, in the rare situation in which a faculty member must miss class, the faculty member is responsible for developing a plan to make up for course content missed during an absence. A Class Cancellation dynamic form can be obtained from the Instructional Dean or Campus Director. The Dean/Director must approve the plan and keep the form on file. The only exception to this is the unexpected long-term illness or disability of a faculty member, when pre-planning is not possible.

It is permissible to hold class with a substitute instructor, although this is not always appropriate. The substitute must be qualified based on Nashville State Faculty Credentialing guidelines and agreeable to both the faculty member and Dean/Director. It is often appropriate for another faculty member in the same area to cover a class for a colleague rather than to secure a substitute.

It is the faculty member's responsibility to work with the supervisor to make appropriate arrangements. Plans must be approved prior to the absence whenever possible.

It is the responsibility of the faculty member who cancels a class to notify all students in that class, using the tools available to them. Required notification channels are:
- Posted notice in the D2L shell for the course
- Email notices to all class enrollees
- Note posted on classroom door for on-ground classes

If an individual faculty member cancels their class, the faculty member must notify students at the earliest possible opportunity but no later than at least two hours before the class begins if at all possible. In this case, faculty members must submit a plan to make up for missed material to the Dean or Director.

When a planned medical situation must be scheduled at a time that conflicts with the teaching schedule, the faculty member should:
- Inform the Dean/Director as soon as possible, at least two weeks in advance of the planned absence from class. A make-up plan using the Class Cancellation form must be sent to and approved by the Dean/Campus Director for all missed classes.

Classroom Assignments

Classes are scheduled in specific rooms at specific hours based upon availability. Faculty will receive their classroom assignments as a part of their teaching schedule. Changing classrooms after the semester has begun is difficult because of limited classroom space. If a faculty member believes that an assigned room is not sufficient for their needs, they should address the issue with the Dean/Campus Director.

Work Space Assignment

Nashville State Community College has established guidelines and procedures for the assignment of faculty and adjunct work spaces. Adjunct faculty typically are not assigned an office but may use the adjunct areas for computer, phone, printing, copying, student consultation, breaks, mailboxes, and other functions. Any change to assigned offices must be approved in writing by the Instructional Dean or Campus Director, and must be approved by the Vice President of Academic Affairs and Workforce Development.

Classroom Observations

All faculty (full and part-time) must have a classroom observation completed during their first two terms of employment and on a 3-year cycle thereafter, unless there are concerns that indicate additional observations are needed. Classroom observation of full-time faculty must be completed by the appropriate Instructional Dean and observations of adjunct faculty may be completed by the Instructional Dean, department chair, program coordinator, or program director, or a full-time faculty member designated by the Instructional Dean.

Student Course Evaluations

The primary use of student evaluation of instruction is as a source of information to maintain quality instruction in all the College's courses. Scores on individual items can offer specific information on areas where faculty may need to make changes in course methodology, course delivery, etc. Student comments can also be a source of valuable feedback.

All classes are evaluated in each fall and spring term. All faculty must include at least one semester's report of student evaluation results in their annual evaluation package.

Section 3: Teaching Classes - Instructional Practices and Procedures

Academic Calendar
The Nashville State Academic Calendar is located on the Nashville State website at
https://www.nscc.edu/academics/academic-calendar.php.

Academic Freedom (Policy 02-09-00) – reproduced here in part

The faculty member is entitled to freedom in the classroom in discussing his or her subject, being careful not to introduce into the teaching unrelated subject matter.

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, including and consistent with any and all policies pertaining to clinical and research practices. Research for financial gain must be based upon an understanding with the authorities of the institution, which is documented and signed by the faculty member and the appropriate academic officer(s).

Academic freedom is essential to fulfill the ultimate objectives of an educational institution - the free search for and exposition of truth - and applies to teaching, research, and faculty participation in institutional governance.. Faculty participation in institutional governance is fundamental to the development and maintenance of effective academic policies, national and regional accreditation, and shared responsibility for the delivery of educational programs and services to students.

Implicit in the principle of academic freedom are the corollary responsibilities of the faculty who enjoy that freedom. Incompetence, indolence, intellectual dishonesty, failure to carry out assigned duties, serious moral dereliction, arbitrary and capricious disregard of standards of professional conduct - these and other grounds as set forth in TBR Policy 5.02.03.70 may constitute adequate cause for dismissal or other disciplinary sanctions against faculty members.

Freedom of Speech (Policy 03-10-00) – reproduced here in part
Students have a fundamental constitutional right to free speech. Nashville State is committed to giving students the broadest possible latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to constitutional time, place, and manner restrictions.

Nashville State is committed to maintaining campuses as marketplaces of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed. It is for Nashville State individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.

It is not the proper role of Nashville State to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable,

conservative, liberal, traditional, radical, or wrong-headed. Although Nashville State greatly values civility and mutual respect, concerns about civility and mutual respect will never be used by Nashville State as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.

Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on a Nashville State campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, Nashville State has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.

The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence. Although faculty are free in the classroom to discuss subjects within areas of their competence, faculty will be cautious in expressing personal views in the classroom and will be careful not to introduce

controversial matters that have no relationship to the subject taught, and especially matters in which they have no special competence or training and in which, therefore, faculty's views cannot claim the authority accorded statements they make about subjects within areas of their competence; provided, that no faculty will face adverse employment action for classroom speech, unless it is not reasonably germane to the subject matter of the class as broadly construed, and comprises a substantial portion of classroom instruction.

Accessibility (Policy 02-20-00)

Nashville State is committed to the fundamental academic principles of equity and accessibility by providing all students and staff with equitable access to the College's programs, services, events, and staff development activities. The goal of accessibility policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers and adhere to federal regulations and standards for accessibility. This institution will achieve this goal by endorsing this policy through procedures which ensure that individuals with disabilities have access to the College instructional, informational, marketing, and promotional materials as well as content posted on websites similar to individuals without disabilities.

Content created by instructors must be created using current accessibility standards. Any non-accessible content must have an alternative Access Plan which could be developed in partnership with the Access Center as needed.

Office of Civil Rights overview of Section 504 and Title II
US. Access Board Section 508 Standards
Web Content Accessibility Guidelines (WCAG) 2.0 AA

For TBR Guidelines specific to the TBR Accessibility Initiative please visit:
https://www.tbr.edu/student-success/accessibility-initiative

Intellectual Property (Policy 05-01-15) – reproduced here in part

It is the policy of Nashville State Community College to:
encourage inventions and the production of copyrightable works by members of the College community, facilitate the utilization of such inventions and works to the benefit of the public, the Institution, and members of the Institutional community; and
provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to policy (05-01-15), the College is determined to have an interest. This policy is intended to protect the interests of all concerned parties: the College, members of the College community, external sponsors of research and the public.

Intellectual property developed by persons to whom this policy applies shall be the sole and exclusive property of the College if the subject intellectual property is;
Developed within the person's scope of employment with the College;
Developed in the course of a project sponsored by the College;
Developed with the significant use of the College's facilities, services, or equipment (personal office space, libraries and the inventor or author's personal computer provided by the College excluded); or
Developed in the course of a project arranged, administered or controlled by the College and sponsored by persons, agencies or organizations external to the Institution, absent prior written agreement to the contrary.
With respect to students, use of resources or facilities typically available to students in their educational activities shall not be considered "significant".

Intellectual property developed outside an employee's scope of employment, on the employee's own time and without the use of significant Institutional resources shall be the sole and exclusive property of the Inventor or Author.

Copyright Infringement

According to the United States Copyright Office, "Copyright is a form of protection provided by the laws of the United States (Title 17, U. S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:
- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

Nashville State Community College supports the responsible use of copyrighted materials by Nashville State faculty, staff, and students as specified by law. This policy includes but is not limited to articles, books, music, photos, videos, and any copyrighted materials published in print or online, or recorded in an audio, video, or digital format.

Nashville State Community College complies with the Copyright Act of 1976 including the "Fair Use Doctrine" [17 USC Section 106 and 107 et seq.], the Digital Millennium Act of 1998 [112 Stat. 2860], and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002 [17 USC Section 110 (2)] in the college's use of copyrighted works. The college's policy, procedure, and institutional processes inform members of the college community on compliance practices.

Under United States copyright law, the "fair use doctrine" allows certain specified uses of a copyrighted work without requiring prior permission of the copyright owner under certain circumstances. The term "fair use" has generally been defined as the right to use copyrighted works in a reasonable manner without consent of the author. College faculty, staff, or students who make "fair use" of copyrighted works must consider in advance the applicability of the following four statutory factors in making a fair use analysis.

1. The purpose and character of the use, including whether the use is of a commercialnature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted workas a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Copyright Act of 1976 – Fair Use Doctrine (**http://www.copyright.gov/fls/fl102.html**)

Digital Millennium Act of 1998 (**http://www.copyright.gov/legislation/dmca.pdf**)

TEACH Act of 2002 (**http://www.copyright.gov/docs/regstat031301.html**)

Any individual member of the Nashville State community who does not adhere to copyright law may beheld personally liable.

Student Academic and Classroom Expectations and Misconduct Procedures (Policy 03-04-00)

As a faculty member you have the right to expect that students will not:
- Disrupt the educational process in your classroom;
- Engage in academic misconduct;
- Infringe on the rights of others; especially with regard to mental or physical abuse, bullying, harassment, or conduct creating a perceived risk of violence, damage to property, or emotional harm;
- Commit unlawful acts or violations of college rules.
- Show you disrespect through actions, comments, obscene, or excessively loud language;
- Be present in unauthorized areas;
- Display disorderly, lewd or indecent behaviors or distribute obscene or libelous written material;

- Bring visitors into the classroom without your permission;
- Use cell phones or electronic devices during class without your permission;
- Make an audio or video recording on instructional activities without your written permission and/or permission from Access Center due to an accommodation;
- Intentionally provide you with false information.

Classroom Misconduct

The faculty member has the primary responsibility for maintenance of academic integrity and controlling class (which includes any remote learning activity and/or offsite class such as a clinic site or other non-traditional class environment) behavior and responding to disruptive conduct.

The faculty member may order the temporary removal or exclusion from the class of any student engaged in disruptive conduct or other conduct that violates this policy for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be affected only through appropriate procedures.

If a faculty member believes that conduct requires further disciplinary action, they should contact the Vice President of Enrollment Management and Student Affairs to discuss the Student Conduct & Disciplinary Sanctions policy (03-05-00).

When a Student is Disruptive in Class

Disruptive behavior interrupts workflow or instruction but is not threatening to others.

Below are some helpful steps to take when dealing with a disruptive student. All situations are different, but in most cases, these steps can be used to diffuse a student conduct issue in the classroom. The steps are meant to be progressive and may not be needed in all situations. As instructors are responsible for classroom management, it is helpful to prevent disruptions before they escalate. Instructors can state ahead of time that questions need to wait until the end of the lecture, or that calling out answers is not permissible (you set the rules!). Proximity stops a lot of behaviors, so move about the room and pause next to someone who tends to be disruptive, disengaged, or chatty.

STEP 1: Tell the student politely, but plainly, to stop their behavior immediately. If inappropriate behavior continues, counsel the student in private. You can tell the student to step out of class to the hallway to move away from others. Then,

> A. Indicate plainly the behavior to which you object.
> B. Indicate specific expectations for appropriate behavior.
> C. Indicate the specific consequences of noncompliance; i.e., dismissal from class, referral for student conduct, campus police/security will be summoned, etc.

If the disruptive behavior escalates to behavior that is imminently dangerous to self or others contact 911 immediately. Contact Campus Police/Security or campus administrative staff if the student is not dangerous but needs to be removed from the location in order for instruction or business to continue.

STEP 2: If the behavior continues, consult with your dean, program director, or campus director to determine the next course of action which may include a verbal or written

warning.

STEP 3: Refer the matter to the AVP of Student Affairs if you determine the behavior warrants a formal complaint, or you have determined that the student has violated the Student Code of Conduct which can be viewed at https://catalog.nscc.edu/content.php?catoid=20&navoid=1432.

STEP 4: Be patient as the student's due process runs its course. Remember, permanent exclusion from class may only be imposed as a disciplinary sanction after the student has been provided due process.

After an investigation, the Associate Vice President of Student Affairs will decide on whether the student will be an ongoing disruption to classroom activities and explore options in conjunction with the instructor, academic dean, and/or Vice Presidents for Academic Affairs & Student Affairs and Enrollment Management. These may include requesting that the student drops the class, moves to another section, etc. The matter will be referred to the Behavioral Intervention Team if the evidence supports a potential threat to self or others.

If you need additional information on Classroom Misconduct procedures, please contact the AVP of Student Affairs at (615) 353-3148.

Maintenance of Ethical and Professional Standards for health professions.
Failure to maintain the high ethical and professional standards of the various disciplines of the health professions may subject a student to suspension from a program, dismissal from a program, or other appropriate remedial action.

A student enrolled in a program leading to a degree or credential in a health profession is subject to disciplinary action up to and including suspension and dismissal from a program for engaging in the following acts of misconduct, regardless of location:
- Commission of an offense classified as a felony by Tennessee or federal criminal statutes;
- Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious;
- Other unprofessional or unethical conduct that would bring disrepute and disgrace upon both the student and profession and that would tend to substantially reduce or eliminate the student's ability to effectively practice the profession in which discipline they are enrolled; or
- Conduct that is in violation of either a relevant Tennessee statute establishing professional standards or a rule or regulation of a Tennessee regulatory board or other body responsible for the establishment and enforcement of professional standards.

A person applying for admission to a health profession program may be denied admission to the program on the basis of his or her violation of the aforementioned ethical and professional standards;

Academic misconduct
Academic Misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the

class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the alleged academic misconduct.

An instructor who initiates academic discipline shall inform the student and the Associate Vice President for Academic Affairs in writing of the finding of academic misconduct, the basis therefore, the academic discipline imposed, and the appeals process within five (5) days of the imposition of academic discipline.

A student charged with academic misconduct has the option of either accepting the academic discipline imposed by the instructor or initiating the appeals process to challenge the allegation of academic misconduct or the severity of the academic discipline. If the student does not respond in writing within five (5) days by either accepting or appealing the academic discipline to the institutional academic misconduct appeals committee, the student waives the right to contest the academic discipline, at which time it becomes final.

- The Nashville State Academic Misconduct Appeals committee shall consist of at least three (3) individuals and include at least one (1) student. The Vice President of Academic Affairs or other administrator identified by the institution will assemble the committee and coordinate the hearing but will not participate on the committee. Any individual who has an interest in the incident, a conflict of interest, or a bias is not permitted to serve on the committee. Nashville State may maintain standing pools from which individuals may be appointed and/or appoint ad hoc academic misconduct appeals committees.
- The academic misconduct appeals committee will set a hearing date that is within fifteen (15) business days of receipt of date of the student's appeal. The student must receive at least seven (7) calendar days' notice of the date, time, and location of the hearing. A student will be notified of the due process protections provided for in this policy.
- The academic misconduct appeals committee will conduct the appeal hearing, consider the evidence presented, and make a decision based on a simple majority vote using a preponderance of the evidence standard. The committee can either uphold, overturn, or lessen the academic discipline. The results of the committee's decision will be conveyed to the student in writing, through the Vice President of Academic Affairs or other administrator identified by the institution, within ten (10) business days of the hearing.
- If the academic misconduct appeals committee upholds or lessens the academic discipline, the student may appeal in writing to the president within five (5) business days following receipt of the decision of the committee. The president will make a decision within ten (10) business days. The president's decision is final.

- The Nashville State Vice President of Academic Affairs and Workforce Development, President, or other administrator identified by the institution has the ability to extend any deadline in this section for good cause and upon written notice to the student.

In addition to academic discipline, a student who is found responsible for academic misconduct, either one or more times, may be subject to disciplinary sanctions in accordance with this policy.

Nashville State Community College shall maintain permanently all submissions by the student and all decisions of institutional officials and committees relating to academic misconduct.

Disciplinary Holds.
Nashville State may place a hold on a student record when the student has
a. Withdrawn from the institution while a disciplinary meeting and/or proceeding is pending;
b. Not responded to an institutional official's request for a meeting or hearing; or
c. Been suspended or expelled.
A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary hearing. Nashville State will not confer a degree or credential when a student record has been placed on hold, or when a student has a pending disciplinary meeting and/or disciplinary proceeding.

Except for cases involving Academic Misconduct, Nashville State will not revoke a degree or credential based on conduct occurring while a person was a student, but not discovered until after the awarding of a degree or credential.

Class Rosters

Class rosters comprise the official attendance record for every class and include the names and student identification numbers of all students enrolled.

It is imperative that faculty check their myNSCC class rosters once a week during the entire semester. If a student is not on the roster, they are **not** allowed to attend class. Faculty should send the student to the Student Success Center or their academic advisor immediately and should not let them return to the classroom until the student appears on the roster.

Faculty should pay careful attention to student engagement in the class and are expected to track student engagement through myNSCC.

Student Engagement Requirements
Each semester, faculty are required to indicate student engagement through myNSCC and to keep engagement updated throughout the term.

Examples of acceptable evidence of academic engagement:
- Student submission of an academic assignment
- Student attendance in an on-ground or virtual class meeting
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-aided instruction
- A posting by the student in a discussion forum showing the student's participation in a

discussion about academic matters

What is the difference between "engagement" and "attendance"?
- "Engagement" is used to determine eligibility for Federal Financial Aid disbursement or the amount of disbursement: Did the student begin the class in any way through physically being there, turning in an assignment, doing a test/quiz, submitting a discussion board, or some other participation activity?
- "Attendance" is what the faculty members keeps for internal records and to determine the extent to which students have met the attendance policy
- myNSCC was built using the term "attendance": Attendance Reporting, Failure Due to Attendance (FA)
- NSCC is not an attendance keeping institution (one that keeps formal records to submit to an external authority), hence the distinction above

Engagement v. Attendance (in theory)
- Engagement is submitted once
- Attendance is iterative

Engagement v. Attendance (in practice)
- Once the faculty members submits engagement via myNSCC, they will need to check it periodically to make sure that it is still accurate and to monitor to see if any students with an N for engagement need to have that updated to a Y (for students who are now engaging but did not initially)
- **You will never change a Y to an N for a student who engaged at some point in the term would**
- Attendance records are important for determining an FA v. F

Getting it right
- Grade and engagement must match
- A student who has never engaged would have an N for engagement and must receive an FN
- A student who has engaged would have a Y for engagement and could receive any letter grade, including an F, or an FA

Why is it important to get this right?
- Compliance with the U.S. Department of Education
- Financial impact on students
  - They may not receive a timely disbursement of Federal Financial Aid monies if engagement is not reported in first two weeks of the semester
  - They may have to pay back monies received
  - Their enrollment reported to the National Student Loan Data System (NSLDS) Clearinghouse could be incorrect and may affect student loan repayment dates
  - TBR Census reporting could be inaccurate

Course Syllabi (Policy 02-19-00)

The Dean/Campus Director is responsible for maintaining the official updated course syllabus for each course offered in the school. Each instructor is expected to provide students with access to a copy of the course syllabus at the first class meeting and to post the syllabus (accessible and in HTML format) in the learning management system prior to the first class meeting. Master Syllabi are located on the college website.

Copies of course syllabi for each course should be placed on file in the school office or director's office. Master course syllabus templates must be used in all classes to ensure that required information is available to students.

Syllabi should include items below:
1. Course description—Use catalog description plus other instructor details.
2. Instructor Information- name, email, phone, office location, office hours, instructor zoom room link
3. Class location – either physical room location or zoom link
4. Textbook information – ISBN, Access Code: (if applicable), Reference Materials, and Supplies
5. Course outcomes
6. Course competencies
7. Topical outline (and/or dated schedule of readings and assignments)
8. Course assessment: Type and point/percentage breakdown.
9. Instructor grading policies (based on college policies identified in the catalog)
10. Grading Scale
11. Late work policy and Make up procedures
12. Attendance policy
13. Technology Statement
14. ADA compliance statement
15. Classroom and Academic Misconduct policies
16. Academic Early Alert statement
17. Campus Emergency Alert procedures
18. Student Wellness resources
19. Equity Statement
20. Inclement Weather and Campus Closing procedures

Total Hours of Coursework:
All classes (including summer term, intersession, and special compressed terms) must meet the provisions of approximately 750 minutes of classroom instruction per semester hour of credit. All faculty are thus expected to adhere to the meeting times and locations published in the semester class schedules. Some courses are scheduled in three or more hour blocks. These block courses typically have one fifteen-minute break incorporated into the schedule. Instructors may not eliminate the break in order to dismiss class early.

To earn one academic credit at Nashville State, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute "academic" hours) of coursework per semester. Those hours of

coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

Field Trips

Instructors are only permitted to take students on field trips after the trip has been approved by the appropriate parties and student waivers have been filed with the appropriate office. Appropriate forms are housed with the Office of Student Life. Approval signatures are required at least two weeks in advance of the trip.

Evaluation of Student Performance (Policy 02-18-00)

Faculty are encouraged to use a variety of means to evaluate student performance. The types of evaluations used and the frequency with which they are scheduled must provide sufficient feedback to the students during the semester to allow them to periodically assess their progress in the course. All class evaluations should be graded and returned to students within one week from the date the work/assignments were received. For planning and evaluation purposes, the College may request that faculty gather information from students. Surveys and other requests should be completed as indicated by the instructions provided.

Final Exams
It is the responsibility of each instructor to develop and/or select quizzes, tests and exams for a course in accordance with the general policy established by the Academic School. For 5-week, 7-week, and 10-week classes, the last date of the course is the scheduled exam time. For 15-week classes, the last week of the semester is set aside for final exams and the normal class schedule will be replaced with a final exam schedule of two hour-time blocks. Final examinations must follow the published final exam schedule. Any change must be approved by the Dean/Director. Instructors not holding a final exam must have the prior approval of the Dean/Director. Exams for online courses should provide a window of time for the final to be completed.

The Final Examination Schedule will be published on the College's Website for each semester. Every effort will be made to develop a schedule in which no student is required to take more than two final exams in one day. When the schedule requires a student to take more than two final exams in one day, or if a student's final exam conflicts with a class in a non-15 week session, a final exam may be administered in the Testing Center during final exam week at a time mutually agreed on by the student and instructor.

The final examination week is considered a contractual responsibility of all faculty members, both full-time and adjunct. The normal full-time workload during this week is five two-hour time blocks during which assessment will be conducted. Overload courses and laboratory responsibilities may modify the "examination week" workload.

Grading, Reporting, and Record Keeping (02-17-00)
The following grading system is used at Nashville State Community College:

Grade Values per Semester Credit Hour		Quality Points/Grade Points
A	Superior	4
B	Excellent	3
C	Average	2
D	Passing, but below average	1
F	Failure	0
FA	Failure, Attendance-Related (unofficial withdrawal)	0
FN	Failure, Never Attended Class (unofficial withdrawal)	0
P	Pass	0
S	Satisfactory	0
U	Unsatisfactory	0

Other marks which may appear on the grade report and/or transcripts are as follows:

W   Withdrawal – withdrawal from course initiated by the student.

I   Incomplete – The "I" indicates that the student has not completed all of the course work due to such extenuating circumstances as personal illness, death in the family, or other justifiable reasons. If the "I" grade is not removed by the deadline, it will be automatically changed to an "F". The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

X   Continuation – The "X" indicates the student attempted a remedial or developmental course, but progress was not sufficient to warrant a grade. It carries no connotation of failure. It indicates the student, upon the advice of the instructor, should register for the same course and takes more time to earn a grade. The "X" grade is restricted to use in the R/D courses. An overall maximum of 15 semester hours of "X" is allowed. Veterans who are receiving educational benefits cannot be awarded an "X" grade in any course.

AU   Audit- No grade or credit awarded.

NR   No grade reported. This grade is assigned when a grade is not issued by the instructor of the course.

Grades of "W", "I", "X", "AU", and "NR" have no grade point value and are not used in computing grade point average.

Grade Point Average
The academic standing of a student is expressed in terms of a quality point average (QPA)/grade point average (GPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. Examples on calculating a GPA are found on the Records Office website: www.nscc.edu/records.

Repeating Courses

For the purpose of raising a grade point average, a student may only repeat a course in which the previous grade earned is "C" or lower. Students may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the chief academic officer as an exception to this policy.

When a course is repeated for the first time, the highest grade is used in the calculation of the student's quality/grade point average. The grade earned in the third and subsequent attempts will be used in calculating the QPA/GPA. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned. In all instances, the highest grade earned is used to determine whether the student meets graduation requirements.

Veterans repeating courses for which they have passing grades (D or higher) are advised to speak with the College's VA certifying official concerning eligibility for benefits since the VA typically does not pay to repeat a course that has been successfully completed.

Grade Reporting and Record-Keeping
Faculty are required to enter their final grades for the semester using myNSCC. Instructors must maintain, either electronically or on paper, detailed grade records. Grade records must document engagement throughout the semester, all grades earned in the class, and all grades identified by assignment (e.g., test, homework, paper).

Adjunct and non-returning faculty members must provide the office of the Instructional Dean or Campus Director with a paper copy and/or electronic file of class grades and student engagement records by the due date for final grades for that semester/term. Deans/Directors may also ask full-time, continuing faculty members to turn in their final grades. Class grade records must be maintained for a minimum period of one year from the end of the class.

Student Course Engagement Record-Keeping and Reporting
Faculty shall communicate to all students the importance of prompt and regular class attendance and participation to achieve course outcomes and promote student retention/success. Faculty members are required to confirm that each student on the class roll has engaged in the course (e.g., completing an assignment, attendance at a class session or clinical placement, taking an examination/quiz, etc.) for the purposes of verifying enrollment. This verification is entered into myNSCC.

Engagement reporting opens on the Monday of the second week of classes and then is monitored each week for the remainder of the term. Faculty will receive an email from the Office of Financial Aid requesting the entry of the student's engagement status for every student on the class roster. At the end of the semester faculty will be required to enter the last date of meaningful course engagement for all students who did not successfully complete the class and who have not engaged in the class since the last day to withdraw.

- Log-in to msNSCC, faulty services, then "engagement reporting."
- Choose the term, then the course/section you are entering.
- For every student, you will enter Y or N.
- Once a Y has been submitted, it is never changed.

- An N can and should be updated any time after a student engages through the end of the term.

Grade Changes

Normally, grades may be changed only by the instructor who assigned the original grade. If a grade needs to be changed, a "Change of Grade" dynamic form (which can be completed through myNSCC) must be completed by the instructor. Students may appeal their grade in the semester following the one in which the grade is posted. The process for grade appeal can be found in the Nashville State Student Handbook. Faculty should keep careful records of all grades given for student assessments during the course of the semester as validation of the student's final grade.

Incomplete Grades

The grade of "I" (Incomplete) is awarded only when the instructor has determined that illness or unforeseen circumstances prevented the student from completing all course requirements. The student should have completed most of the course requirements (roughly 80%) and be beyond the deadline for receiving a "W" grade.

It is the faculty's responsibility to complete a form entitled "Request for Grade of Incomplete," which requires signatures of the student and the instructor. Forms to request an incomplete grade are available from the Records Office or from Instructional Deans. The form must include those assignments that remain for the student to complete the course and the date by which those assignments should be completed, not to exceed six weeks into the subsequent term.
Once the form is received, the Dean will input the "I" grade into the student's record.

The student is not required to register for the course again, but must make up the work before the instructor's deadline. The instructor will change the "I" to a letter grade within fifteen working days from the date that the student completes all remaining course requirements. If the "I" grade is not removed by the deadline, it will be automatically change to an "F". The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

Grade Appeal

A student who believes that an error has been made in the grade assigned for a course may appeal their grade. The appeal must be initiated during the semester immediately following the semester in which the grade was posted (summer semester will be considered in determining the following semester).
Grade appeals are allowed only when
      1) the instructor has not used criteria stated in the course syllabus,
      2) has applied criteria inequitably, or
      3) has made errors in the calculation or recording of a grade.

In all cases, the student will assume the burden of proof with respect to these issues.

Steps for a Grade Appeal
1. The student must try to consult with the instructor to provide a satisfactory resolution to

the appeal. The student must also document his/her contact, or attempts to contact, the instructor. The Student Grade Appeal Form for documenting this step may be obtained from the division Dean, any satellite campus, or www.nscc.edu. The only exception to this step in the process is in the case that the instructor is no longer employed at the college or is unavailable so that it is impossible to contact the instructor. In the event the student cannot contact the instructor, the student may contact the instructor's division Dean who will attempt to contact the instructor. If both parties are unable to contact the instructor, the Dean may act on the instructor's behalf in reviewing the grade appeal.

2. If the appeal cannot be resolved between the student and the instructor, the student may appeal, in writing, to the appropriate division Dean. To continue the appeal, the student must present the completed Student Grade Appeal Form to the appropriate supervisor. The Dean will attempt to resolve the appeal in consultation with the instructor and/or the student. This step must be completed during the semester following the semester in which the grade was earned and must be documented using the Student Grade Appeal Form. Both the student and the faculty member will be notified of the decision of the Dean/ in writing, to include the grade appeal form.

3. Both the student and faculty member have 10 business days from the Dean's response to appeal the decision. To continue the appeal further, the student or faculty member must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor and Instructional Dean to the Vice President of Academic Affairs and Workforce Development. The Vice President will utilize any resources available to resolve the grade conflict within 15 business days from the date submitted to the office.

4. The Vice President of Academic Affairs and Workforce Development will notify the student, the instructor and the Instructional Dean of their decision in writing, to include the grade appeal form. Both the student and faculty member have 10 business days from the Vice President's response to appeal the decision, in writing, through a hearing of an Academic Appeals Committee. To appeal, the student or faculty must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor, Instructional Dean and Vice President of Academic Affairs. Appeals should be submitted to the Associate Vice President of Academic Affairs.

The Associate Vice President of Academic Affairs will call a meeting of the Academic Appeal Committee with, at a minimum, faculty representation from all academic divisions. If necessary, the presence of a non-voting content specialist can be requested by the committee once supporting documentation has been reviewed. The Academic Appeals Committee Chair shall notify the student, the instructor, and the Vice President of Academic Affairs of the time and location of the hearing in writing. The committee shall have the power to allow the assigned grade to stand or to be changed. Its decision must be formally announced to all parties in writing. The time schedule allowed for completion of the action of the Committee shall be 15 business days. The hearing committee procedures will provide due process as outlined in the Nashville State Student Code of Conduct. Pending resolution of the appeal, consequences of the contested grade will stand.

5. Appeal of decisions of the Academic Appeals Committee can be made in writing within 10 business days, by any party, to the President, whose decision will be final.

Academic Early Alert

The Academic Alert system is an important student success and retention tool. Using the system demonstrates to students that we care about their success, and it provides them with the supports they need. It is a retention strategy intended to offer support when a student faces challenges.

Faculty are required to use the Academic Alert system to notify students' advisors early, and often, of concerns as the students' progress through their course work. The Academic Alert is not to be used for non-academic needs; use the CARE form for those needs.

Faculty must submit an early alert every day for the first two weeks of the semester for any student who is absent or does not participate. Student Success Advisors will contact their students and AVP Student Affairs will contact the students with a faculty advisor.

Starting the 3rd week of class, any student who was marked as Never Attended for census purposes no longer needs to have an alert submitted. For all other students, faculty should use the alert system as recommended above. Success Advisors and faculty advisors will reach out when a student receives an alert to see what assistance and support can be offered.

- Log in to myNSCC, faculty services, then Academic Alert Roster
- Choose the term, then the class/section of student reporting.
- Click the green plus sign next to the student's name
  - Select one concern/issue
  - Select one recommendation: discuss with instructor, make appointment with advisor
- Hit submit

Student Withdrawal from a Class

A student may withdraw from a class until the census date of the semester is completed and receive no grade. After that point, the student may withdraw until two-thirds of the course is completed and incur a "W" grade. If a student officially withdraws or is administratively withdrawn they will no longer appear on the course roster. Please refer to the academic calendar for specific dates that apply to these percentages each term.

Confidentiality of Student Records (Policy 03-06-00)

Nashville State Community College works in compliance with the Family Educational Rights and Privacy Act of 1974, as amended to protect the confidentiality of personally identifiable educational records of students and former students.
Students have:
1. The right to inspect and review information contained in the student's education records
2. The right to request the amendment of the student's education records to ensure that they

are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Nashville State to comply with the requirements of FERPA.

"Directory information" concerning students is treated as public information and may be released to outside parties unless otherwise requested by the student. A student who desires not to have any or all directory information released must complete the appropriate form in the Records Office. The request shall remain in effect unless or until revoked by the student.

"Directory information" includes student name, address, telephone number, student ID, major field of study, participation in recognized activities, dates of attendance, full-time/part-time status, degrees and awards received, and the most recent educational institution attended by the student.

Graduating/transferring students desiring non-disclosure after leaving Nashville State Community College must complete the request prior to the end of their last term. The request for non-disclosure will remain in effect until revoked by the student.

Nashville State does not make a practice of supplying student lists to third parties. Nashville State reserves the right to limit distribution to on-campus departmental requests.

Each faculty and staff member employed by the Board of Regents or its institutions is individually responsible for complying with the Buckley Amendment, and violations may subject the faculty or staff member to disciplinary action. Appropriate references to this policy shall be included in each faculty and staff handbook and shall be included in orientation sessions for new employees who work with or have access to student records.

Students wishing to review their educational records should submit to the Director of Records and Registration a written request, which identifies as precisely as possible the record or records he or she wishes to inspect

Enrollment of Relatives (Policy 02-10-00)

No relatives shall be enrolled in a section of a course taught by the related faculty member. For purposes of this policy, relative means a parent, in-law, child, spouse, sibling, grandchild, aunt, uncle, first cousin, or another individual who resides in the same household. Any exception to this policy must be approved by the Dean/Director and Vice President for Academic Affairs.

Pre-Requisites and Co-Requisites

Pre-requisites are preparatory courses or placement tests that must be successfully completed before students are allowed to enroll in a course. These requirements are enforced by the registration system; students attempting to register for a class will not be allowed to register if

they are missing these pre-requisites. The course description, located in the catalog or advising sheet, will dictate the pre-requisite course(s) or required placement level. Some course descriptions list co-requisites. These are classes the students must take concurrently. Students must take the courses in the same part of term in the same semester.

Section 4: Instructional Deans and Faculty Leader Duties and Responsibilities

Nashville State Community College uses an Instructional Dean model for academic school leadership. Instructional Deans are appointed as administrators and lead the following schools: School of Arts and Sciences, School of Business and Professional Studies, School of Health Sciences, School of Science, Technology, Engineering, and Math

Instructional Deans are responsible for assisting the Vice President of Academic Affairs and Workforce Development in implementing the educational mission of Nashville State Community College and:

Planning and Communication
- Participates in short- and long-range planning and evaluation for facilities design, instruction, and staffing needs;
- Coordinates, manages, collaborates, and solves problems to attain educational goals;
- Acts as an advocate for faculty;
- Prepares and administers division IE plans;
- Provides instructional leadership for the division;
- Facilitates community relations as appropriate;
- Facilitates two-way communication between division members and other college personnel as appropriate; and
- Participates in appropriate division and college-wide accreditation, certification, and licensure activities.

Curriculum and Instructional Design
- Collaborates with appropriate faculty and members of the administration to prepare the class schedule for the division within specified timelines;
- Evaluates the viability of new program/course requests and modifications of existing courses/programs;
- Develops and evaluates proposals for special projects (alternative assignments);
- Consults with the division faculty on curriculum, course, and program matters;
- Coordinates, along with other division faculty, the articulation of division disciplines with secondary schools and institutions of higher education;
- Supports the development of objectives and outlines for new and revised courses/programs;
- Maintains a file of current syllabi for all instructors in all classes;
- Provides leadership on alternative modes of course delivery including online, hybrid, clinical, and experiential learning;
- Ensures standards are being applied to distance learning course sections;
- Provides leadership for online instructional design; and
- Mediates among faculty who hold opposing viewpoints as to curriculum content or equipment.

Personnel
- Recommends to the Vice President of Academic Affairs and Workforce Development job postings and the employment of adjunct faculty and staff for the division;
- Participates in the evaluation of division faculty;
- Communicates college philosophies, objectives, policies, and procedures to the division faculty and staff;
- Assumes a responsibility for keeping faculty and staff informed about college matters;
- Fosters faculty and staff development and professional growth;
- Coordinates, processes, and resolves conflicts concerning the assignments of faculty;
- Provides appropriate orientation for all faculty and staff;
- Supervises and evaluates personnel in the division;
- Coordinates the assignment of student employees within the division;
- As appropriate, engages in the informal resolution of conflicts between and among division students and faculty;
- Mediates personality and philosophical conflicts within the division;
- Is responsible for the hiring process of new faculty and staff for the division;
- Recommends professional development opportunities for faculty and staff; and
- Processes and resolves student complaints.

Budgets
- Coordinates the development and administration of the division budget and special program budgets in consultation with division faculty and requests resources to implement the plans;
- Coordinates the requests for capital items for the division in consultation with division faculty and submits those requests to the appropriate administrator;
- Leads grants administration within the division; and
- Follows established college purchasing procedures and policies.

General Administrative Items
- Recommends to the Vice President of Academic Affairs and Workforce Development all facility needs and modifications necessary to the functioning of the division;
- Processes required reports;
- Coordinates and verifies the selection of textbooks for the division;
- Conducts regular divisional faculty meetings;
- Maintains an inventory of division equipment;
- Initiates procedures for necessary repairs and maintenance of division equipment and facilities;
- Works with advisory committees;
- Facilitates long-range planning by division personnel;

- Attends School, Academic Affairs Leadership, Curriculum Committee, Enrollment Management, and administrative staff meetings;
- Oversees the coordination of normal first-week activities each semester, i.e., room changes, last minute instructor no-shows, aiding students, etc.;
- Works to create and promote diversity in the division;
- Represents Division on appropriate campus committees;
- Participates in the development and administration of student scholarships and awards;
- Provides Division leadership for annual graduation and honors activities and other campus special events;
- Leads grant administration and development; and
- Hires adjunct/Part-time faculty.

Class Schedules

Deans and Campus Directors are responsible for formulating the college's class schedule and ensuring its effectiveness and efficiency. The Academic AVPs will provide Deans and Campus Directors with enrollment data from previous semesters and suggestions for minimum seat numbers, modality, and offering times. The data is used to inform the decisions of the Dean and Campus Director. Deans and Campus Directors consult with Department Chairs, Program Coordinators, and Program Directors during the formation of the schedule. Deans and Directors are responsible for the creation of the class schedules and may add or delete sections as they deem appropriate considering both effectiveness for students and efficiency for the college. The ultimate authority for the class schedule rests with the VPAA.

Deans, Campus Directors, and other staff may not teach during hours considered as a part of their regular work day which normally occurs between 8:00 a.m. and 4:30 p.m., unless the Vice President of Academic Affairs and Workforce Development approves an adjustment to the regular work day schedule.

Class Size
Class sizes are different according to the nature of the subject and/or size of the teaching facility. The maximum enrollment for a class will be determined by the Vice President for Academic Affairs with input from Deans/Directors.

Department Chairs, Course Leads, Program Directors and Coordinators

Deans and Campus Directors are supported in their day-to-day duties by Department Chairs, Course Leads, Program Directors, and Program Coordinators.

The selection process for chairs, coordinators, and course leads will be conducted each spring:
1. Deans will send a request for nominations four weeks before spring break
2. Faculty send nominations to Dean three weeks before spring break
3. Dean sends list of nomination to faculty for voting two weeks before spring break
4. Faculty complete voting Friday before spring break
5. New course leads are announced week following spring break

Department Chair
The Department Chair acts as a liaison between a department and the division dean or campus director. The Chair advocates for all programs within the department and manages scheduling, and curricula, integrates college-wide initiatives, resolves faculty and student concerns, and assists the division dean and/or campus director with the hiring, supervision, and evaluation of faculty and staff in the department.

Typical job duties and responsibilities

- Recruit for all programs within the department
- Assist the Dean with the hiring, supervision, and evaluation of full-time faculty and adjuncts and department staff
- Maintain department literature and catalog copy
- Facilitate resolutions for faculty and student concerns
- Manage class scheduling and staffing under guidance of the Dean/Campus Director
- Manage faculty teaching loads and recommend release time to Dean
- Assist Dean with classroom observations
- Communicate with faculty regarding class cancelations and arrange substitutes
- Manage paperwork and reporting requirements for:
    o Curriculum Committee
    o SACSCOC accreditation
    o THEC and TBR initiatives
- Process transfer credit paperwork
- Assist the division dean with the development of new programs
- Recommend purchasing of supplies and equipment

Required Qualifications

- Full-time faculty member in the department elected by faculty in the department and approved by Dean to serve a complete academic year (i.e., fall & spring semester), for a renewable 2-year term without limit. Selection process in spring to start fall semester.

Compensation
- 6 TLCs per semester

Course Leads
The Course Lead works with Department Chair, Program Director/Coordinator and/or Dean to promote the vitality, quality, effective administration and success of the specified course(s) in a discipline to ensure that course content and pedagogy meet standards of quality and facilitate successful outcomes for students enrolled in discipline courses.

Typical job duties and responsibilities

- Meets with discipline faculty regularly and plays a leadership role in planning and developing curriculum for discipline courses

- Leads and actively engages with full-time and part-time faculty in course review and evaluation, assessing student outcomes, and/or reporting course/discipline outcomes. (e.g., academic audit, general education assessment data, common assessments)
- Assists the Academic Dean/Departmental Chair in managing adjunct orientation for the specified course(s) for which they are course lead
- In consultation with discipline faculty, selects textbooks and ensures book orders are completed in a timely fashion
- Assist and support faculty with content and course management, best practices, and necessary resources for discipline courses

Required Qualifications for Course Leads

- Faculty member in the discipline elected by faculty in the discipline and approved by Dean to serve a complete academic year (i.e., fall & spring semester), and may be renewed annually. Selection process in spring to start fall semester.

Compensation for Course Leads

Course Leads will be reassigned from teaching workload based on the number of sections that they oversee each semester, excluding the sections where they serve as the instructor, according to the following schedule:

0-5 sections	0 TLC overload/reassign time
6-15 sections	1 TLC overload/reassign time
16-30 sections	2 TLC overload/reassign time
31-45 sections	3 TLC overload/reassign time
46-60 sections	4 TLC overload/reassign time
61-75 sections	5 TLC overload/reassign time
76-90 sections	6 TLC overload/reassign time
91-105 sections	7 TLC overload/reassign time
106-120 sections	8 TLC overload/reassign time
120 + sections	9 TLC overload/reassign time

Program Coordinator
The Program Coordinator works in collaboration with the division dean/campus director. Program coordinators provide leadership and direction to AAS programs and associated technical certificates and have oversight for curriculum, assessment, accreditation, faculty, labs, equipment, and advisory boards.

Typical job duties and responsibilities

- Serve as primary representative of the program
- Recruit for the programs (degree and technical certificate)
- Maintain program literature and catalog copy
- Facilitate resolutions for faculty and student concerns

- Manage class scheduling and staffing under guidance of the Dean/Campus Director
- Manage faculty teaching loads and recommend release time to Dean/Campus Director
- Assist Dean/Campus Director with classroom observations
- Communicate with faculty, Deans, Campus Directors, regarding class cancelations and arrange substitutes
- Manage paperwork and reporting requirements for:
    - Curriculum Committee
    - Academic audits and reviews
    - THEC and TBR initiatives
- Assist the Dean to process transfer credit paperwork
- Assist the Dean/Campus Director with the development of new programs
- Provide oversight for the maintenance of program labs and equipment
- Recommend purchasing of supplies and equipment for program and facilitate purchases that are approved
- Coordinate and lead advisory committee
- Ensures book orders are completed in a timely fashion
- Plays a leadership role in planning, developing, monitoring, evaluating, and improving program courses (review and evaluation (e.g., academic audit)), assessing student outcomes, and/or reporting course/discipline outcomes
- Develop external partnerships with business and industry representatives
- Plays a leadership in the program's strategic planning
- Coordinate program activities and events (i.e. art shows, music performances, guest lectures, new student information sessions)

Required Qualifications

- Full-time faculty member in the discipline elected by faculty in the department and approved by Dean for a renewable 2-year term without limit.

Compensation

Scale based on the three-year average of Student Credit Hours (SCH) generated for program.

0-500 Student credit hours	3 TLC release time
501-1000 Student credit hours	4 TLC release time
1001-1500 Student credit hours	5 TLC release time
1501+ Student credit hours	6 TLC release time

Program Director
The Program Director works in collaboration with the division dean/campus director. Program directors provide leadership and direction to AAS programs and associated technical certificates and have oversight for curriculum, assessment, accreditation, faculty, labs, equipment, and advisory boards. The Program Director ensures the programs operate smoothly, maintains applicable accreditation standards, and assists the division dean with the supervision and

evaluation of faculty and staff in the program.

Typical job duties and responsibilities

- Serve as primary representative of the program
- Recruit for the programs (degree and technical certificate)
- Assist the Dean/Campus Director with the hiring, supervision, and evaluation of full-time faculty and adjuncts and program staff
- Maintain program literature and catalog copy
- Facilitate resolutions for faculty and student concerns
- Manage class scheduling and staffing under guidance of the Dean/Campus Director
- Manage faculty teaching loads and recommend release time to Dean/Campus Director
- Assist Dean/Campus Director with classroom observations
- Communicate with faculty, Deans, Campus Directors, regarding class cancelations and arrange substitutes
- Manage paperwork and reporting requirements for:
    - Curriculum Committee
    - Program Accreditation
    - THEC and TBR initiatives
- Assist the Dean to process transfer credit paperwork
- Assist the Dean/Campus Director with the development of new programs
- Provide oversight for the maintenance of program labs and equipment
- Recommend purchasing of supplies and equipment for program and facilitate purchases that are approved
- Coordinate and lead advisory committee
- Ensures book orders are completed in a timely fashion
- Plays a leadership role in planning, developing, monitoring, evaluating, and improving program courses (review and evaluation (e.g., academic audit)), assessing student outcomes, and/or reporting course/discipline outcomes
- Develop external partnerships with business and industry representatives
- Plays a leadership in the program's strategic planning
- Coordinate program activities and events (i.e. art shows, music performances, guest lectures, new student information sessions)

Required Qualifications

Program Directors are full-time faculty in the discipline who are hired into the position and are expected to serve continuously.

Compensation

Scale based on the three-year average of Student Credit Hours (SCH) generated for program.

0-500 Student credit hours	3 TLC release time

501-1000 Student credit hours	4 TLC release time
1001-1500 Student credit hours	5 TLC release time
1501+ Student credit hours	6 TLC release time

Section 5: Instructional Support and Student Services

The services, information, and resources listed below will aid faculty in carrying out their teaching responsibilities.

The Teaching Center

The Teaching Center, located in Weld building, room W-78, is designed by faculty for faculty. It seeks to promote a culturally-responsive environment that values excellence in teaching, collaboration, research, and engagement in order to positively impact student success. The mission of Nashville State's Teaching Center is to support full and part-time faculty in their pursuit of instructional excellence. The focus of the Center is to share information and create training opportunities that directly affect the classroom. We seek to serve both faculty and the college as part of a culturally responsive community that is committed to equity, innovation, collaboration, learning, and engagement.

- orientation for new adjunct instructors;
- consultation, advice, and course observation on request;
- library of books about teaching and learning topics;
- professional development workshops throughout the year;
- training and support for accessible course resources;

To learn more, please stop by the Teaching Center or visit the webpage https://ww2.nscc.edu/theteachingcenter/, or email theteachingcenter@nscc.edu.

Office of Online Learning

The Office of Online Learning (OOL) is committed to supporting online education at Nashville State Community College for all faculty, staff, and students interested in utilizing NS Online/D2L and supported technologies for online learning to promote collaborative, interactive, and creative learning experiences for all users. Utilizing Universal Design strategies to generate authentic learning experiences for our online learners, OOL works with faculty to develop quality online content applying foundational pedagogical theories, innovative technology, and sound instructional design principles. Our goal is to build a supportive campus network to meet the needs of our online faculty members and improve our online student learning experiences.

The Office of Online Learning is available to assist all faculty with NS Online/D2L courses, utilizing technology for learning and supported tools, such as lecture capture software, video conferencing, accessibility issues, support for developing multimedia content, meeting accessibility standards for online learning, and are available to discuss strategies for delivering online courses.

a. D2L
b. TurnItIn

c. Respondus 4.0
d. Publisher Integration
e. ePortfolio
f. Lockdown Browser
g. Virtual Classroom
h. YouTube
i. Zoom
j. Yuja
k. Watermark/EvaluationKIT

Quality Course Design Certification (QCDC) Development and Review Process
Faculty designing courses for online delivery can participate the Quality Course Design Certification (QCDC) as a means of professional development and work alongside instructional designers and peers in course development related to online pedagogy and best practices related to online learning. This online course, developed by the Office of Online Learning, is planned to be offered every semester and involves at least 30 hours of coursework leading into course development. Participants will be expected to complete the course achieving at least 85% earn QCDC certification. The process is completed in three phases.

- Design phase: Completion of the QCDC course at 85% or higher, including creation of course syllabus and course map (part of course outcomes).

- Development phase: A fully developed online course that meets the standards defined by the Office of Online Learning as determined through a completed course evaluation (OSCQR rubric). Total time expectation for completion is approximately 12 weeks (6 weeks for QCDC course and 6 weeks of course development and review).

- Review phase: A continuous process to meet OSCQR rubric standards at 85% or better including adaptations of course map and acceptable scores for accessibility.

Learning Tools Interoperability (LTI)
The Office of Online Learning (OOL) has implemented a Learning Tools Interoperability (LTI) approval process for addition of all external tool integrations into D2L. The approval process for each tool will include a review of Functionality, Accessibility, Security, Compliance with University policies, Cost, and other factors. Faculty should consult OOL before considering an LTI integration when working with vendors. Be advised the review process could take several weeks. Please verify the request is not supplied by our existing vendors (Edit Course > External Learning Tools).

A Learning Tool Interoperability (LTI) is an external piece of software that can be plugged into the learning management system (D2L) to extend its functionality. Each LTI has a different license agreement, and different access to data from D2L which involves a review process.

Full-time Faculty or Instructional Deans submit the request form to OOL. Vendors must provide information on licensing, accessibility, privacy, security, cost, etc...

Submission deadlines are eight weeks prior to the start of semester to allow time for approvals.

Fall Semester Deadline: June 1
Spring Semester Deadline: November 1
Summer Semester Deadline: March 1

Production installation is three times a year - targeted one week prior to start of semester (Fall, Spring, start of Summer).

When an LTI Request is submitted, OOL will:
1. Review the request and may contact you for additional information, suggestions for alternatives, or issues with the request,
2. Approve/deny the request for Procurement processing.

For requests that do not fall into this category, or if you are uncertain, please submit your request to online.learning@nscc.edu.

TN eCampus
Students who need online courses to remain on track for degree completion or to maintain full- or part-time status can fill schedule gaps through the TN eCampus partnership. All thirteen community colleges and several locally governed public universities in Tennessee participate in course delivery through the online partnership which launched in fall 2001.

The courses are rigorously designed and academically equivalent to those offered at physical campus locations. A variety of student support resources are available, including an online bookstore, 24/7 technical support, tutoring, test proctoring and disability services, to help students excel in an online learning environment.

Students pay their home institutions tuition plus an additional administrative fee to TBR for eCampus courses. For additional information regarding TNeCampus please visit their website at https://tnecampus.org/.

The Director of Online Learning is the student liaison for TN eCampus. Questions and concerns regarding eCampus courses, including grade appeals for eCampus courses, should be directed to the Director of Online Learning.

Office of Online Learning
Weld Building, W-101
615-353-3259
OnlineLearning@nscc.edu

Academic Testing Center

The mission of the Nashville State Community College Testing Center is to support the academic goals of the College by providing a multitude and variety of testing services in a quiet, secure, and proctored testing environment.

The Testing Center provides a secure proctored environment for testing at Nashville State Community College to protect the integrity of all tests. The Nashville State Community College Testing Center maintains and adheres to all standards set forth by the National College Testing Association (NCTA). The Testing Center provides Accuplacer placement testing, CLEP College Level Examination Program, Graduate Exit Exams, and other proctored testing.

Please note: Testing on all campuses requires an appointment. Students must register a minimum of two business days in advance.

Testing Center Information
The Testing Center is available to answer questions by emailing Testing.Center@nscc.edu or by phone at 615-353-3564.

Testing with Accommodations
Students who require accommodated testing are required to make appointments a minimum of two business days in advance with the Access Center.
For learning more about testing with accommodations, please email AccessCenter@nscc.edu or call 615-353-3363.
If a student is registered with the Access Center to receive disability testing accommodations, they must schedule a testing appointment with accommodations.

Welcome Center

The Welcome Center is the first point of contact for new students and serves as a one stop shop for all students. The center provides students help with admission to Nashville State, campus tours, new student orientation, enrollment guidance from Student Service Specialists, professional development and job searching with Career Service Specialists, as well as help with financial aid, Records, and dual enrollment. The Welcome Center also provides information for academic and social supports and refers students to other offices as needed.

No appointment is necessary for in-person support. Welcome Center support is available at all campus locations, please refer to the website for hours.

Virtual Welcome Center
Students can connect with Welcome Center staff virtually by using the Virtual Welcome Center zoom link is located at https://www.nscc.edu/admissions/welcome-center

How it works:
When the student joins, they will be placed in a Zoom waiting room and a staff member will admit them to the room. There may be a queue if staff is assisting other students.
If the student is unable to wait, they may email admissions@nscc.edu, call 615-353-3215, or visit one of the campuses.

Career Services
The Nashville State Career Services Office offers assistance through resume reviews and mock

interviews, job searching, and internships scheduled by appointment. Appointments are scheduled through College Central Network (https://www.collegecentral.com/nashvillestate/) Students must activate their account to make an appointment with Nashville State staff.

Career counseling is available to assist students who are undecided about their program of study. Staff can help undecided students make important educational and career decisions and learn how Nashville State can help facilitate their vocational goals. Additionally, students are encouraged to utilize the YouScience Profile designed to help students leverage their aptitudes and abilities. The YouScience Profile is the only online platform that measures aptitudes and interests and then matches them to majors and careers that fit best. Students will take this assessment as part of NSCC 1010, but any student who wishes to take the assessment can do so by requesting a code from Career Services.

Located in the Welcome Center on the 2nd Floor of S-Building at the White Bridge Campus.
Phone: 615-353-3248
Fax: 615-353-3254
careerservices@nscc.edu

Student Success Center

The Student Success Center connects students to resources and opportunities to maximize their success at Nashville State.

Location
W-90, Weld Building, White Bridge Campus. Student Success Advisors are available at all campus locations.

Student Success Advisors provide support and mentorship to all new students, provide guidance on academic goals and plans, connect students to campus and community resources, and guide students through non-academic challenges.

Student Resource Managers works with the Nashville State students to provide emotional support and facilitate community resource connections.

Access Center

Nashville State Community College provides reasonable accommodations to students with documented physical, emotional, or learning condition in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. All accommodations are based upon documentation that must be provided by a licensed or certified professional. Access Center staff are professionals trained in evaluating medical/ADA educational documentation to determine appropriate and reasonable accommodations for students. The Access Center coordinates the provision of reasonable accommodations which are determined on an individual basis.

The Access Center ensures that all students can use their accommodations correctly and appropriately with each class. The most essential form for all accommodations is the Faculty Notification Letter (FNL) that is sent out at the beginning of each semester. This document ensures that professors know and understand each student's accommodations in their classroom. The form

includes an acknowledgment system to help professors know about their student's accommodations. The directions for this acknowledgment system is on the top of the FNL.

The Access Center can also help registered students with testing accommodations and advising appointments.

Students may request accommodations by completing the online request form at https://yukon.accessiblelearning.com/NSCC/Default.aspx. After the application is submitted, an intake interview appointment will be scheduled with the Access Center. If applicable, the student will complete the Access Center process (application, submission of documentation, and interactive discussion).

Faculty will be notified by email if a student registered in their class has approved accommodations.

Records Office

The Records Office provides services to the community, faculty, staff, students, and other agencies by informing and safeguarding student academic records in accordance with the Tennessee Board of Regents (TBR) records policies.
The Records Office:
- Maintains both academic and continuing education records
- Evaluates credentials for graduation eligibility
- Assists with activities associated with commencement, creation and maintenance of graduation lists
- Processes diploma orders and mailing, and various notifications to students who have applied for graduation
- Processes student request for copies of documents
- Process Veterans Administration education benefits

Located in the Welcome Center on the 2nd Floor of S-Building at the White Bridge Campus
Phone: 615-353-3197
Fax: 615-353-3302
Email: records@nscc.edu

CARE Referrals

CARE referrals are utilized at Nashville State to notify staff of any non-academic needs/supports that our students may have.

Link to CARE form.

CARE Referral Guidelines
Although some of our students may need disciplinary action for student code of conduct issues, the CARE referral allows Nashville State staff to provide emotional and/or resource support. For example, submit a "care referral" if a student:

- Displays emotional issues that cause distress in the classroom
- Discloses personal issues that affect learning

- Expresses thoughts of self-harm or harm to others
- Experiences anxiety, depression, etc. and intervention is necessary
- Needs general emotional support
- Lacks basic necessities of life (food, clothing, shelter).

Urgent Situations

If a student is planning to harm themselves or others, please contact Mobile Crisis (615-726-0125) and Nashville State Security (615-353-3273 - Main Campus) for safety reasons.

Employees are also obligated to report elder abuse, child abuse, and/or sexual misconduct to the appropriate agencies.

In honoring the safety of students, Nashville State cannot guarantee confidentiality. However, care referrals will not be a part of a student's academic transcript for Nashville State.

If in doubt about whether or not the situation is serious, please err on the side of caution and file a report.

What Happens After I Submit a Referral

When a care referral is submitted, the Student Resource Manager (SRM) makes every effort to help our students, faculty, and staff feel safe and supported. The SRM is here to help a student address problems, find resources, and cope with the stresses of life. By filling out a CARE referral, you continue to make Nashville State Community College a caring community committed to student success.

NOTE: The SRM does not provide crisis intervention. Please allow up to 48 hours to respond to referrals.

Nashville State Suicide Prevention Plan

Nashville State Community College is committed to the mental health wellness of our students, faculty and staff. As such, and in compliance with the requirements of T.C.A. § 49-7-172, Nashville State has developed a suicide prevention plan that engages in a variety of initiatives to improve and provide crisis services.

Nashville State's Suicide Prevention Plan will be disseminated to faculty, staff, and students each academic year. Faculty and staff receive an annual email that includes a web link, http://ww2.nscc.edu/careteam/ that is located on the "Faculty & Staff" page of NSCC's website. Information for students will be located under the "Current Student" page of NSCC's website, https://www.nscc.edu/current-students/on-campus-resources/access-center. Information for the Nashville State community is also available at https://www.nsccf.org/community-resources/

Prevention

Nashville State has developed a comprehensive approach to increase mental health awareness through efforts of prevention. The Student Resource Manager partners with local agencies to provide information and training opportunities to all students and staff.

Contact
NSCC's contact for suicide prevention work is the Associate Vice President, Student Affairs, 615-353-3148.

Prevention Components & Resources
Key components of NSCC's suicide prevention work include:
- Promotion of the Suicide and Crisis Lifeline, Crisis Text Line, and campus/community resources are made available through:
    o NSCC's website, https://www.nscc.edu/current-students/on-campus-resources/student-support-services , and
    o NSCC's Foundation website, https://www.nsccf.org/community-resources/

Additional methods, such posters and orientation packets.
- Utilizing community resources and agencies to provide prevention services for NSCC community members. NSCC has established relationships with the following Mental Health facilities for the purpose of providing prevention education, training and/or prevention screenings.
    o Recuro telehealth services
    o http://tspn.org/
    o Faculty and Staff can utilize the Employee Assistance Program (EAP) 24/7 at Here4TN.com, 855-437-3486, or contact NSCC Human Resources Department

Information regarding such relationships at NSCC is available https://www.nscc.edu/current-students/on-campus-resources/student-support-services. That website will have available a comprehensive list of partners and services available to members of the Nashville State community which may include crisis referral services, prevention screenings, training programs, etc. Any campus member interested in accessing the services/agencies and training noted above, or for more information about NSCC's suicide prevention efforts should contact Dr. Julie Williams, Associate Vice President, Student Affairs, Julie.williams@nscc.edu or 615-353-3148.

Intervention
There is no typical suicidal person. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the warning signs (http://tspn.org/warning-signs) and learning what to do next may help save a life.

Contact
If someone exhibits behavioral patterns that may indicate possible risk for suicide, they should be watched closely. If they appear numerous or severe, seek professional help at once. **The Suicide & Crisis Lifeline at 988(call or text) provides access to trained telephone counselors, 24 hours a day, 7 days a week.**

If a student, faculty, or staff member encounters a suicidal student, faculty, or staff member, the following individual should be contacted immediately:

Nashville State Campus Police at 615-353-3273,

then Dr. Julie Williams, Associate Vice President, Student Affairs, Julie.williams@nscc.edu or 615-353-3148, and complete a referral at http://ww2.nscc.edu/careteam/ or 911 if the situation is crisis.

Should the incident occur after hours, or the above noted individual is not available, the following should be contacted immediately: 911

If the suicidal person has plans and access to a lethal means, is planning to make an attempt very soon, or is currently in the process of making an attempt, this individual is in imminent danger and should not be left alone. Get the person help immediately. Determine who can get there quickly and keep the individual safe.

Should you have this concern, you should immediately call 911 and Nashville State Police.

Intervention Resources
Nashville State has established relationships with the following local Mental Health facilities for the purpose of crisis referral services.
   o Mental Health Coop Crisis Line provides immediate phone conversation and in-person intervention if needed. This includes Emergency Psychiatric Services. Call 855-CRISIS-1 (855-274-7471) and you will be routed to a trained crisis specialist in your area.

The safety and wellbeing of our students, faculty, and staff is of the utmost importance. In situations that require immediate action because of safety or other concerns, Nashville State will take any

Crisis/Counseling
Nashville State, in coordination with the TN Board of Regents, has partnered with Recuro to provide low-cost teletherapy services to our students. If a student is unable to pay for mental health services, please have them contact the Student Success Center at StudentSuccess@nscc.edu or 615-353-3655.

Learning Resources Center

The John E. Mayfield Library
The Mayfield Library provides access to materials and services which support the instructional and administrative objectives of the College and which stimulate and nurture the interests of students, staff, and faculty. Library staff work closely with the teaching faculty to provide students with the material and knowledge they need to conduct research. The mission of the Library is:
- To provide a collection of materials and services that will meet the needs of students in degree and certificate programs.
- To assist students and faculty in using all available resources and services.
- To provide recreational reading materials and information needed by students and faculty.
- To provide library orientation for all users in cooperation with the teaching faculty.

Although the Library exists primarily for the use of the faculty and students of the College, materials are accessible to the community. Both print and nonprint materials are loaned to businesses and educational institutions. The staff will try to borrow from other libraries any material needed by faculty and students not available in this collection.

For access to all resources and services, please visit https://www.nscc.edu/library. Faculty services are available at https://nscc.libguides.com/libraryinstruction. Please feel free to email library@nscc.edu for additional information.

Tutoring
Tutors are available on campus as well as virtually. The current tutoring schedule can be found at https://www.nscc.edu/current-students/on-campus-resources/learning-center-and-tutoring. The College also has a subscription to a third-party, online tutoring service, which provides more online tutoring subjects and times.

Embedded tutors connect directly with a specific class and work closely with the instructor to provide additional assistance to students to help with understanding course concepts and promote student engagement. The embedded tutor program is an option for some classes, especially composition. Contact the Coordinator of the Learning Center to discuss the benefits of adding an embedded tutor.

Open Computer Lab for Students
White Bridge Road campus, the Learning Center in the K building currently serves as the Open Lab. The hours of the lab are the same as the hours of the Learning Center.

Additional Programs and Services
It is the responsibility of faculty and staff associated with Academic Affairs to become familiar with the wide variety of programs and services that help the College achieve its mission and goals. The following are examples of these programs and services, and faculty and staff are encouraged to consult the College Catalog, website, and other campus publications for additional program information.

Dual Enrollment
Dual enrollment classes allow high school students to take Nashville State college-level classes. High school students in dual enrollment classes are typically awarded both high school and college credit for a college-level class. To be eligible for dual enrollment classes, a student must meet the following criteria:

- Junior or senior in high school

- Minimum sub-score of 19 on the ACT in Math and Reading and 18 on the English portion*

- Prerequisites of the desired course(s) met as needed

- Written permission from the high school principal and parents or guardians

- Provide proof of citizenship or lawful presence if the student is 18 years old or older at application.

*Continuing into the 2022-23 academic year, dual enrollment students with an unweighted cumulative GPA of 3.60 or higher will be able to have prerequisites waived for courses that require them to be at the college level in the subject areas of reading, writing, and math. The HS GPA can be used in place of ACT, SAT, or Accuplacer scores. If a dual enrollment student has an unweighted cumulative HS GPA of 2.8-3.59, and also a B or higher in the subject area of the college-level course they are wanting to take, they can also have prerequisites waived, provided they have approval from their high school principal (or their designee, such as a high school counselor).

Early College
Nashville State and Metro Nashville Public Schools (MNPS) have established two Early College high school programs through which a student may be able to earn an Associate's degree and a High School diploma in the same term. Early College opportunities can be found on the Nashville State White Bridge Road campus and at Whites Creek High School in Nashville, Tennessee.

Dual Credit
Dual credit allows high school students to earn college credit for select career and technical education (CTE) high school classes by taking a Dual Credit exam or approved industry certification. College credit is earned by passing a comprehensive test that covers the competencies of the college course. College credit earned through the Dual Credit program may transfer to other post-secondary institutions at their discretion. Course equivalencies can be found in the Nashville State catalog.

Prison Education Programs
Nashville State began offering classes to incarcerated students in 2014. Students taking classes at the Turney Center Industrial Complex in Only, TN can earn an Associate of Science degree in either Political Science or Business Administration. Students taking classes at Riverbend Maximum Security Institution or the Debra Johnson Rehabilitation Center in Nashville, Tennessee can earn an Associate of Science degree in Business Administration. Faculty interested in teaching in these programs should contact their dean.

Section 6: Money Matters

__Getting Paid__

It is the policy of Nashville State Community College that the College will maintain a competitive compensation program consistent with available fiscal resources and in compliance with federal and state laws and regulations pertaining to wage and hour practices. The College reviews and establishes the annual salary scales for all employees and is committed to maintaining competitive compensation for all employee groups as compared to similar public institutions in the state and region. To establish fair and competitive compensation, the College will periodically review salaries internally and externally.

Employees are paid hourly or on salary depending on what type of contract/agreement they have with Nashville State Community College and all employees are paid monthly. The workweek is Saturday through Friday. For payroll to pay an employee, payroll must receive a Personnel Action Form (PAF) or an Extra Compensation Form from Human Resources. The different types and how they are paid is explained below.

Adjunct Faculty – Fall and spring semester contracts are divided into equal payments depending on the length of the contract and are paid the last day of the month, with the exception of December. Spring and fall semester contracts will receive their first payment at the end of February and September, respectively. For summer semester, if they teach a full 10-week summer session and it crosses fiscal years, their June paycheck will be based on the percentage of the 10-week session that is prior to June 30. The remainder of the contract will be paid in 2 equal payments. For example, for summer 2021, there are 51 days from the date classes start (May 24) until grades are due (August 2). There are 28 days from May 24-June 30; therefore, their June payment would be 55% of the total contract. The remaining 45% would be divided equally between July and August.

Section 7: Campus Departments

Human Resources

The Office of Human Resources provides services to all business and academic units at Nashville State Community College to maximize the potential of our greatest asset – our employees. We are dedicated to improving the quality of work life for all faculty and staff through benefits administration, employee relations, and career opportunities. We embrace change and the opportunity it brings. We are focused on delivering exemplary customer service and are committed to recruit, develop, reward, and retain our workforce.

Human Resources staff members are available Monday through Friday, 8:00 a.m. to 4:30 p.m., on the White Bridge Road campus in the Ellen Weed Building, Suite D-27. https://www.nscc.edu/faculty-staff/human-resources.php.

Title IX and Campus SaVE Act Information

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under Nashville State or Tennessee Board of Regents policies or procedures. Students may obtain Tennessee Bureau of Investigation (TBI) Sexual Offender Registration/Monitoring forms in the Office of Police and Security, Office E-14. Effective October 28, 2002, the registry of Sexual Offenders for Nashville State Community College will be housed in the Office of Police and Security, Office E-14.

Sexual and Racial Harassment Policy
Sexual and racial harassment constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. TBR policies 2:02:10:01 and 5:01:02:00 and Guideline P-080 provide parameters, rules, and

procedures for campus personnel.

Sexual Harassment
TBR guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when one of the following criteria is met:

- Submission to such a conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational work or educational environment.

All Nashville State employees and students will be held accountable for their actions. Sexual harassment will not be tolerated on-campus. Advice in this matter is simple. Do not put yourself, your subordinates, or our students in a position where there is even a hint that an act of sexual harassment might occur. Likewise, do not tolerate unwelcome acts toward yourself, your subordinates, or students.

Racial Harassment
Generally, racial harassment is defined as any person's conduct, which unreasonably interferes with a student's status or performance by creating an intimidating, hostile, or offensive work or educational environment. Harassment on the basis of race, color, or national origin includes offensive demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Other Harassment
Generally, harassment on the basis or religion, disability, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with a student's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity that creates an intimidating, hostile or demeaning environment.

Procedures
Any student who believes he or she has been subjected to harassment by a Nashville State student or Nashville State employee shall present the charge to the Vice President of Student Affairs. The charge shall include the circumstances giving rise to the allegations, the date(s) of the alleged occurrence(s) and when available, the names of any witness to the alleged occurrence(s). The student who presents the charge shall sign the charge.

The Vice President of Student Affairs shall investigate and take appropriate action in compliance with Tennessee Board of Regents policies and guidelines relative to harassment and in

compliance with federal and state laws that prohibit such discrimination.

<u>Prohibition of Sexual Misconduct</u>
Sexual misconduct is a form of sex discrimination prohibited by Title IX/EEO. Nashville State is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in Nashville State Sexual Misconduct Policy 7-05-00-00, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault, including rape. Nashville State strictly prohibits these offenses.

<u>Reporting Sexual Misconduct</u>
The College encourages victims of sexual violence to talk to someone about what happened so they can get the support they need and so that the College can respond appropriately.
To file an institutional complaint regarding an act of sexual misconduct, students should contact the Title IX/EEO Coordinator at 615-353-3305 or the Vice President of Student Affairs at 615-353-3268. The Title IX/EEO Coordinator is available to receive incident reports 24 hours a day. For assistance after hours, call 615-353-3273, Nashville State's Police and Security Office. Without providing any specific information to the Security Officer, the Complainant should state that he/she wishes to speak with the Title IX/EEO Coordinator and provide his/her telephone number. The Title IX/EEO Coordinator or the Vice President of Student Affairs will immediately return the Complainant's call.

Victims have the option to notify or not notify proper law enforcement. The College will not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. If a rape or other sexual misconduct is reported, the College will offer the victim both medical and psychological care as well as information about prosecuting the suspect through both criminal and Nashville State disciplinary channels. Though reports to the College will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. Students who wish to report confidentially may contact Centerstone Customer Care and Crisis Call Center at 866-696-4267. A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to Nashville Metro General Emergency Room. It is important that the victim seek medical attention in order to ensure his/her wellbeing and to ensure that any evidence is preserved as possible proof of criminal sexual assault in the event that criminal charges are pursued.

<u>Accuser/Accused Rights</u>
Students accused of sexual misconduct will be charged with violating the Nashville State Student Code of Conduct. Special rights are given to the victim if a suspect in a sexual offense case is a student and that suspect is charged with violating the Code of Student Conduct. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing. The victim, therefore, has the right to have counsel of his/her choice present during hearings. Both the Complainant and the Responder shall be informed in writing simultaneously regarding the determination of a charge of sexual misconduct, along with notice on their right to request an institutional hearing on the issue.

Penalties for the violation of any Code of Conduct offense are listed in the Student Policy

Handbook. Violations may lead to disciplinary action up to and including permanent dismissal from the College. All reasonable requests by the victim to be removed from contact with the suspect will be granted.

Submitting a Complaint/Report refer to (Policy 03-07-00)
Nashville State will develop and publish procedures for addressing student complaints of discrimination or harassment and complaints against faculty, non-faculty, other students, or the college.

For student complaints of discrimination or harassment against faculty, non-faculty, other students, or the college, the complaint must be submitted in writing and signed by the student to the Vice President of Student Affairs and Enrollment Management or the Section 504, Title IX, Title II Coordinator, Director of Human Resources, 615-353-3305.

The Title IX Coordinator is the designated College official with primary responsibility for coordinating the College's compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure the College responds appropriately, effectively and equitably to Title IX issues.
Student complaints regarding race, sex, national origin, age, disability, or veteran status discrimination/retaliation will be handled in accordance with the Nashville State Community College and Tennessee Board of Regents Sexual Misconduct, Harassment and Discrimination policies and procedures.

For complaints which are not related to discrimination or harassment, complaints may be resolved through informal or formal processes.

Informal processes are quick and often involve resolving misunderstandings. The informal process begins by communicating directly with the college employee and the employee's supervisor if necessary. If a satisfactory resolution is not reached at this level, the student may file a formal complaint.

Formal complaints must be made in writing and signed by the student to the Vice President of Student Affairs and Enrollment Management. The Vice President or his/her designee will investigate all complaints which may include an interview with the complainant. The Vice President will respond to the complainant in writing within 15 business days. Appeals to the Vice President's decision must be made by written communication to the President who will send a written copy of his or her decision to the student within 10 business days of receipt of the appeal to the Vice President's decision. The decision of the President is final.

Technology Services Division

Technology Services Department at Nashville State Community College supports faculty, staff, and students in their use of technology products that Technology Services Division acquires, manages, and maintains for the operation of the college throughout its service areas.

The Technology Services Division maintains a Service Desk Monday through Friday, 8:00 a.m.-5:00 p.m. (Hours may change on demand. Please check with the website for the most accurate times). The TSD Service Desk supports our students with Self-Service, student Email, and password assistance. Students can reach the Service Desk by calling 629-216-3300 or emailing ServiceDesk@nscc.edu. College faculty and staff can submit work orders through the college e-mail address ServiceDesk@nscc.edu. (https://servicedesk.nscc.edu/wp//)

The Technology Services Division provides various services to faculty and instructional schools including the following:
- Assistance in determining hardware and software needs for the school and the individual faculty member;
- Technical support in the repair and service of existing hardware recommended by TSD and housed in the school or in faculty offices;
- Consultation with schools and faculty concerning effective hardware and/or software configuration used for instruction in student labs (e.g., "open lab" in the Library and specialized labs as used by Health Sciences); and
- Implementation of the master plan of the College for instructional technology.

Campus Security

If there is an Emergency, Dial 911

The Police and Security Services Department provides 24-hour, 365-day service for all campuses via monitoring of security cameras and/or physically patrolling the campus. The department is augmented by a closed-circuit television system, hand-held portable radios, and cell phones.

In the event of a crime or security violation on campus, call Police and Security immediately at 615-353-3273. The on-duty officer can be reached at this number and will respond to your location.

Security Services
- **Escort Services:** The Safety and Security Department provides escort services upon request to students and staff.

- **Battery Service:** We are equipped to jump-start vehicles due to dead batteries.

- **Lock-Outs:** If you locked your keys in the car we will attempt to pop your lock. You will have to sign a liability release form, unless you have power locks. Because of the complicated wiring in those vehicles, we cannot attempt to unlock the vehicles.

- **Crime Prevention Presentations:** Crime prevention presentations are conducted annually to such groups as physical plant staff; international students; student government; students, faculty and staff; and other recognized student organizations.

- **Hate Crimes:** The federal Right-To-Know Act requires the reporting of all incidents where prejudice against race, religion, sexual orientation, or ethnicity is employed during the commission of murder, forcible rape, aggravated assault, and violation or arrest relating to

weapons, drugs, or alcohol. Annual reports reflect all incidents reported in any of these categories.

- **Printed Crime Prevention Materials:** Crime prevention brochures are distributed at crime prevention presentations and at various locations throughout the campus.

- **Electronic Alarm Systems:** A sophisticated electronic monitoring system located in the Department of Safety and Security has a comprehensive network of intrusion on devices and alarm systems.

- **Closed-Circuit Television System:** This system provides instant access to all campus buildings.

- **Facilities Surveys:** Security personnel conduct comprehensive surveys of exterior lighting, exterior doors and grounds.

- **Rape Awareness, Education, and Prevention:** In cooperation with the Dean of Student Services, the department provides rape awareness education and prevention presentations to the campus community.

Crime Reporting
Numerous efforts are made to advise the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

- **Annual Report:** A comprehensive annual report of crime-related information is compiled, published, and widely distributed. This annual report is available to any member of the campus community. Download the Annual Security Report

- **Daily Crime Log:** Download Daily Crime Log

- **Special Alert:** If circumstances warrant, specially printed crime alerts are prepared and distributed to the appropriate persons.

Emergency Preparedness
The College's Emergency Preparedness Plan outlines procedures to improve the protection of lives and property through the effective use of college resources. The plan's purpose is to mitigate the potential effects of the various hazards that might impact Nashville State, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the campus community during emergencies, and to provide a recovery system to return Nashville State and its community to a normal status as soon as possible after such emergencies.

The College's Emergency Preparedness Plan can be found on the Safety and Security webpage at https://www.nscc.edu/faculty-staff/human-resources.php.

Center for Workforce Development and Continuing Education

The Center for Workforce Development and Continuing Education at Nashville State Community College provides tailored education and training for professional advancement as well as personal enrichment courses and workshops for the community. The Workforce Development Department has served the local businesses and the greater Nashville community for over 30 years and has broad range of experience in business and industry.

The Center for Workforce Development and Continuing Education offers courses for those who may not be seeking a degree, but instead want to upgrade their skills to begin or advance their career, need recertification to maintain a license, start their own business, develop a new hobby, or simply learn something new and interesting to enrich their life. High quality programs are taught by experts in the field. Certificates of completion, continuing education units (CEUs), and preparation for professional certification in many areas are provided.

Learn more at https://www.nscc.edu/academics/workforce-development-and-continuing-education/index.php or email workforce@nscc.edu with questions.

Office of Institutional Research
The Office of Institutional Research (IR) is responsible for the following:
1. Coordinate and facilitate strategic initiatives.
2. Serve as the primary repository of institutional data.
3. Publish institutional information.
4. Comply with state and federal reporting requirements.
5. Respond to external surveys and questionnaires.
6. Support the institution's accreditation initiatives.

Ethical considerations within Institutional Research.

The Office of IR:
- Will not release individual student information.
- Will take all reasonable steps to ensure the accuracy of data gathered from individuals, groups, offices, or agencies.
- Will apply all reasonable means to prevent the loss of data and documentation.
- Will make every effort to anticipate and prevent misunderstandings and the possible misuse of information.

The implementation and coordination of the College's planning, research and evaluation processes that support institutional effectiveness, accountability, assessment and facilities development.

Conducting Surveys
Individuals or groups wishing to administer research and opinion surveys to college faculty, staff, student body and/or the public at large must be approved by the College's Institutional Review Board (IRB). The first point of contact for requesting IRB approval is the AVPAA.

Classroom based survey research is at the discretion of the individual faculty.

Nashville State Foundation

The Nashville State Foundation is a 501(c)(3) organization that exists to provide support for Nashville State's students, faculty, and staff. Funds raised by the Nashville State Foundation support campus needs, such as student scholarships, facility improvements, and other needs as they arise.

The Nashville State Foundation is governed by a Board of Trustees composed of volunteers from across Nashville State's primary service area. These Trustees each serve three-year terms, act as advocates for Nashville State in the community, and assist in fundraising and other development activities.

Support for the Nashville State Foundation is solicited from the business community, alumni, and employees and is vital to the continued growth and excellence of the institution. For more information, please email at foundation@nscc.edu.

Solicitation and Acceptance of Gifts

Nashville State recognizes the importance of gifts to the college that are consistent with its mission and that help it reach its goals. Gifts and/or donations to the colleges, including in-kind donations may be accepted only by the President, Vice Presidents, Executive Director of Development, and the Comptroller. Solicitation of gifts which may require a commitment of college resources must be approved by the President. Certain gifts must have the approval of the Tennessee Board of Regents and/or the Chancellor. Only the Board and/or Chancellor may accept a gift if Board and/or Chancellor's acceptance is a condition set by the donor. Only the Chancellor and Board may accept gifts of real property.

An employee who is offered an in-kind gift for the college must complete an "In-Kind Donation to Nashville State" form and obtain the designated signatures prior to obligating the college to accept the gift. An exception to this policy is the college's library which may accept published materials.

Gifts to the Nashville State Foundation

Gifts, both cash and in-kind, to the Nashville State Foundation may be received by the Foundation's Chair, Secretary, and/or Treasurer. Information on all such gifts shall be forwarded to the Foundation Office in the form of copies of checks, donors' letters, receipts, and acknowledgments. The Development Office shall maintain records of gifts to the Foundation separate from records of gifts to the college.

The offer of in-kind gifts to the Foundation shall follow a pre- approval process similar to the one for the college, with the Foundation Secretary maintaining and recording the appropriate forms.

Charitable Solicitation Policy

TBR Policy 1:03:02:50 prohibits solicitation on all property owned or used by an institution. There are many reasons for the policy, including protecting the academic setting and workplace from disruption.

Nashville State's Solicitation Policy applies to affiliated and non-affiliated entities and individuals. It regulates solicitation for commercial and charitable purposes. College affiliated entities and groups are not hampered in their fundraising as long as the funds are collected to meet the expenses of the organization or group. Per TBR policy, an affiliated entity is an officially registered student, student group, or student organization. The College's Honor Society and Student Government Association. Faculty Senate, Staff Assembly, and Administrative Assembly are examples of college affiliated groups.

The College does not permit charitable cash solicitations on campus. Charitable solicitations for goods (e.g. food, clothing, shoes, etc.) are permitted if approved by the Campus Fundraising Committee. The College must treat all charitable entities, regardless of the cause they represent, the same and according to policy. Therefore, whether an entity or group is soliciting for the boy/girl scouts, little/big leagues, churches, food banks, etc., the proper authorization must be secured.

College affiliated entities and groups must secure a recommendation from the Campus Fundraising Committee and approval from the Vice President for Business and Finance before approaching students and employees on behalf of a commercial and/or charitable cause. The Charitable Solicitation Request for Approval forms should be submitted to the Chairperson of the Campus Fundraising Committee.

Student affiliated organizations must obtain approval through the Vice President for Student Affairs and Enrollment Management prior to submitting requests to the Charitable Solicitation Committee. No affiliated organization may solicit for funds unless it has been authorized to have a fund. Any affiliated organization soliciting for funds without such authorization must cease solicitation immediately.

Any individual or group that intends to solicit funds for the Nashville State Foundation should first contact the Nashville State Development Office. Because the Foundation must comply with all 501 C (3) requirements when raising funds, it is imperative that any solicitation be coordinated with the Development Office to ensure that all IRS requirements are satisfied.

For any affiliated entity or group that sells merchandise, sales tax must be charged, collected, and remitted in accordance with Tennessee law. For more information, please contact the Nashville State Business Office.

Grants

Grant funded activities are wonderful ways to explore new programming for the college and to form alliances with other institutions and organizations. Before developing a full grant proposal and/or committing to participate in a grant with another institution or organization, employees should reach out to the Director of Grants Development.

Communications & Marketing

Nashville State's Office of Communications and Marketing seeks to enhance communication and facilitate information sharing about the College both internally and externally. Its primary functions are to serve as the gatekeeper for the release of information to the media and other external audiences, support student recruitment efforts, plan and direct all College marketing efforts, assist in building and maintaining good working relationships with local and state elected officials, and to foster internal communications. Communications and Marketing produces or approves all college promotional and marketing materials. This includes the Nashville State website, most institutional videos, and all college-related social media content.

As the primary gatekeeper for the release of College information to the media, the Office of Communications and Marketing is responsible for the preparation and dissemination of all press releases and media announcements on behalf of the College. This office acts as the liaison between the College and the media, and requests that all media inquiries be initiated here. College faculty or staff members who are contacted by news reporters or other media officials should contact the Associate Vice President of Marketing and Communications before speaking to the press or disseminating college-related information to the media.

Academic schools planning to develop program brochures and other promotional materials must consult with the Office of Communications and Marketing for assistance in creating a design that is compatible with the College brand. Approval is required before promotional materials can be printed and distributed to the public.

A Nashville State Brand Management Guide is now available to assist staff and faculty in submitting requests and preparing documents for publication. This guide is available online at the faculty/staff webpage or by clicking **here**.

Social Media Guidelines
Nashville State Communications and Marketing is responsible for the maintenance and monitoring of official college accounts on several social media sites. The official sites serve as a way to provide announcements and information about upcoming events and activities, promote a sense of community and College spirit, along with showcasing student, alumni, faculty and staff successes. You can follow and interact on any of these official College pages:

- Twitter: @NashvilleState
- Facebook: @NashvilleState
- Instagram: @NashvilleState
- LinkedIn (personal): @NashvilleStateCC
- LinkedIn (business): @Nashville-State-Community-College
- YouTube: @NashvilleState

College staff and faculty administering institutional social media accounts are expected to follow established social media guidelines and procedures. Please note that faculty, staff, and students are NOT permitted to establish their own department, program, or club social media accounts without written approval from the Office of Communications and Marketing.

<u>The Nashville State Voice</u>

The Nashville State Voice is a monthly digital internal newsletter that is sent via email. You can submit photos and/or stories to possibly be included directly to cliff.rockstead@nscc.edu. The Nashville State Voice contains stories about faculty, staff, students, alum, programs, events, and the College's involvement in our communities.

<u>Email Signature Guidelines</u>
Uniform email signatures are an important asset to any organization.

Nashville State signatures are designed to:

- Create an image of unity across the College's many functions.
- Ensure the brand is being properly represented in conversations with prospective students and the external community.
- Communicate the professional nature of the College and its employees.

It is important that every employee of Nashville State, no matter the department or role, adopts the standard signature to effectively represent Nashville State Community College. If additional information needs to be inserted beyond what was provided, please feel free to include. You can find additional information about formatting in the brand guidelines book.

<u>College Letterhead Stationery and Logo</u>
Nashville State Community College letterhead stationery and logo is an official emblem of the College and should be used only for approved or authorized college business. Neither the College letterhead nor logo may be altered. Use of college letterhead stationery in conducting correspondence, for example, implies that the College has endorsed any ideas or actions contained therein. To avoid legal responsibility for unauthorized use of its letterhead stationery and logo, the College has provided the following directives.

College letterhead stationery <u>may not</u> be used as:
- Personal stationery by an employee;
- An implication that an action or activity has College approval when it does not;
- A conveyance for an outside remunerative or non-remunerative activity;
- An espousal of personal or professional belief, opinion, or cause not held by the College;or
- An attempt to represent or imply a position by the College on any social, political or professional issue not approved by the College.

<u>Mail and Receiving Services</u>
Mailboxes for the White Bridge Road campus faculty and staff are located in the Weld building. A box for official College-business outgoing mail is also located in this area. Make sure that all outgoing mail has the organization number written on it. Outgoing mail is picked up daily by 2:30 P.M.

Mail bins for all off-site campuses are located in the Student Services Building Lobby at the security desk. The off-site campus mail courier will be following the schedule below for delivering mail between campuses:

- Monday- Courier service to Clarksville, Waverly, Dickson
- Tuesday- Courier Service to Southeast Campus
- Wed- N/A
- Thursday- Courier service to Clarksville, Waverly, Dickson
- Friday- Courier Service to Southeast Campus

In addition, the courier leaves the main campus at 9:00 on the days they travel.

<u>College ID</u>

All employees and students of the college must have a college ID. IDs are available at each campus.