



AGENDA

Austin Peay State University

317 College Street

Clarksville, TN 37040

December 1, 2017

9:00 am

Call to Order

Roll Call/Declaration of Quorum

Adoption of Agenda

A. Consent Agenda

- i. Approval of Executive Certificate in Healthcare Administration
- ii. Approval of Graduate Certificate in Project Management

Approval of Minutes

Special Presentation by David H. Lillard, Jr., Tennessee State Treasurer

Campus Spotlight

Action Items

- A. Academic Policies and Programs/Student Life Committee Report and Recommendations
 - i. Adoption of Minutes
 - ii. Approval of Ed.D. Educational Leadership Program
 - iii. Approval of Student Code of Conduct Rules
- B. Audit Committee Report and Recommendations
 - i. Adoption of Minutes
- C. Business and Finance Committee Report and Recommendations
 - i. Adoption of Minutes

- ii. Consideration of the 2017-18 October Revised Budget
 - iii. Consideration of Campus Facilities Master Plan
 - iv. Approval of Campus Property Acquisitions
 - v. Approval of Use of University Property Rule
 - vi. Approval of Classifying Students In-State and Out-of-State Rule
 - vii. Approval of Institutional Refunds Rule
- D. 2018 Student Trustee Selection Process

Information Items

- A. President's Report
- B. President's Interim Items
 - i. Review of Contracts and Agreements
 - ii. Review of State Building Commission Actions

Adjourn



| September Board Meeting | | | | |
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| 9.15.2017 | | 9:14 am | 317 College Street Clarksville, TN 37040 | |
| Meeting Type | | Board Meeting | | |
| Note taker | | Dannelle Whiteside and Penny Howard | | |
| Attendees | Mr. Billy Atkins | | Yes | |
| | Ms. Katherine Cannata | | Yes | |
| | Mr. Larry Carroll | | Yes | |
| | Mr. Don Jenkins | | Yes | |
| | Gen. Gary Luck | | No | |
| | Dr. Valencia May | | Yes | |
| | Brig. Gen. Robin Mealer | | Yes | |
| | Mr. Mike O'Malley | | Yes | |
| | Dr. Nell Rayburn | | Yes | |
| | Crystal Wallenius | | Yes | |
| The meeting was called to order by Trustee O'Malley. Board Secretary, Dannelle Whiteside called the roll. All Board members were present with the exception of Dr. Gary Luck. There was a quorum. | | | | |
| Adoption of Agenda | | | | |
| Discussion | | | | |
| Trustee O'Malley informed the Board that some items for consideration are on a consent agenda. He asked if there were any items on it that the Trustees would like extracted. There were none. | | | | |
| Conclusions | | | | |
| Trustee O'Malley then moved for the adoption of the agenda, including the items on the consent agenda. The motion was seconded by Trustee Atkins. A voice vote was taken and passed unanimously with 8 trustees voting yes. | | | | |
| Follow-up Items | | | Person | Deadline |
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| Approval of Minutes | | | | |
| Discussion | | | | |
| A motion was made by Trustee Carroll to approve the minutes for the May meeting. Trustee Wallenius requested that the minutes be amended to state that she urged the board to reject the approval of the athletics fee increase because the overall increase was steep with regards to the current fee because not all students have | | | | |

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| the authorization to use the athletics facilities and equipment which should minimize their financial responsibility to the athletics department. There were no objections to the amendment offered by Trustee Wallenius. | | |
| Conclusions | | |
| Trustee Carroll made a motion to adopt the May minutes with the revisions made by Trustee Wallenius. Trustee Mealer seconded the motion. A voice vote was taken and passed unanimously with 8 trustees voting yes. | | |
| Follow-up Items | Person | Deadline |
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| Campus Spotlight | | |
| Discussion | | |
| <p>Before the campus spotlight presentation began, President White took a moment to introduce to the Board some of the deans, directors and vice presidents who were present at the meeting.</p> <p>She then introduced Dr. Sherryl Byrd who spoke to the Board regarding the Center for Service Learning and Community Engagement. She introduced the Director, Alexandra Wills who explained the Center's mission and activities.</p> <p>There are 50 courses offered on campus which help students learn skills that enable them to be involved in their local community as well as their region and internationally. Students who take these courses volunteer 12-15 hours in their community. They make ceramic bowls for fundraising, plant trees, and are currently working toward getting an old church in Coopertown, TN on the historical register.</p> <p>The Center participates in an alternate spring break program where student groups go to other cities, states, and countries to volunteer. Cassie Meadows, a current student majoring in social work, spoke about her experience in Louisiana where she served meals in a rescue mission, worked at the Audubon Institute, and volunteered at a rescue center for pit bulls.</p> | | |
| Conclusions | | |
| N/A | | |
| Follow-up Items | Person | Deadline |
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| Executive Committee Report and Recommendations | | |
| Discussion | | |

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| Trustee O'Malley reported on the actions of the executive committee at the September 14 th meeting. These included President White's incentive payment Plan as well as the President's base compensation, incentive and performance evaluation. The committee was provided an update on the University's Affirmative Action Plan by Sheila Bryant, Director of Equal Opportunity and Affirmative Action. | | | |
| Conclusions | | | |
| Trustee O'Malley moved to adopt the June 21, 2017 and September 14, 2017 executive committee minutes. Trustee Cannata seconded the motion. A voice vote was taken and passed unanimously with 8 trustees voting yes. | | | |
| Trustee O'Malley then moved that the committee adopt the 2017-2018 presidential evaluation and compensation plan with a 12% increase bringing her salary to \$293,200. A voice vote was taken and passed unanimously with 8 trustees voting yes. | | | |
| Follow-up Items | | Person | Deadline |
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| Academic Policies and Programs/Student Life Committee Report & Recommendations | | | |
| Discussion | | | |
| Trustee Jenkins reported on the actions of the academic policies and programs/student life committee at the September 14 th meeting. These included the following information items: an update from Provost Gandy on the Ed.D. in educational leadership and an explanation of the letter of notification to develop a master of fine arts in studio arts degree program. Dr. Gandy also discussed low-producing programs stating that the B.S. in professional studies has been terminated and the B.S./B.A. in Philosophy and Religion has developed a plan to increase the number of graduates. The committee reviewed and approved by consent the proposed B.S. Aviation Science with a concentration in Rotor Wing and tenure upon appointment of Dr. Scott Culhane, Chair, Department of Criminal Justice. The committee reviewed and denied the request by Dr. Robert Halliman to appeal a promotion decision. | | | |
| Conclusions | | | |
| Trustee Jenkins moved that the Board adopt the minutes of the September 14 th meeting. Trustee Mealer seconded the motion. A voice vote was taken and it passed with 8 trustees voting yes. | | | |
| Trustee Jenkins moved to deny Dr. Halliman's request to appeal the promotion decision. A voice vote was taken and it passed with 7 trustees voting yes. Dr. Nell | | | |

Rayburn abstained from voting on this matter because her husband is the Chair of the Department of Leadership and Organizational Administration.

| Follow-up Items | Person | Deadline |
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Audit Committee Report and Recommendations

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| Discussion | |
| Trustee Cannata reported on the actions of the audit committee at the September 14 th meeting. These included the following items: review and approval of the salaries and budget related to the office of internal audit; and review and approval of the FY 2018 internal audit plan. | |

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| Conclusions | |
| Trustee Cannata moved that the Board adopt the minutes of the September 14 th meeting. Trustee Jenkins seconded the motion. A voice vote was taken and it passed with 8 trustees voting yes. | |

| Follow-up Items | Person | Deadline |
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Business and Finance Committee Report and Recommendations

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| Discussion | |
| Trustee Atkins reported on the actions of the business and finance committee at the September 14 th meeting. These included the following items: review and approval of the capital outlay and maintenance requests for fiscal year 2018-2019, to include a new health professions building, upgrades to the HVAC and fire alarms in several buildings and one disclosed project for fiscal year 2018-2019; review of the policy on Access to and Use of Campus Property and Facilities 1:019; review of Fees, Charges, Refunds and Fee Adjustments Policy 1:021; review of the Campus Facility Master Plan Policy 1:026; and review of campus property acquisitions. | |

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| Conclusions | |
| Trustee Atkins moved that the Board adopt the minutes of the September 14 th meeting. Trustee Jenkins seconded the motion. A voice vote was taken and passed unanimously with 8 trustees voting yes. | |
| Trustee Atkins made a motion to approve the policy on Access to and Use of Campus Property and Facilities. Trustee May seconded the motion. A roll call vote was taken and passed unanimously with 8 trustees voting yes. | |

Trustee Atkins made a motion to approve the Fees, Charges, Refunds and Fee Adjustments Policy 1:021. A roll call vote was taken and it passed with 8 trustees voting yes.

Trustee Atkins made a motion to approve the campus property acquisitions. A voice vote was taken and passed unanimously with 8 trustees voting yes.

| Follow-up Items | Person | Deadline |
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Affirming APSU's Mission

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| Discussion | |
| Trustee O'Malley informed the Board the SACSCOC standard 3.1.1. requires the Board to approve the institution's mission statement. | |
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| Conclusions | |
| Trustee O'Malley made a motion that the Board affirm Austin Peay State University's mission statement. Trustee Carroll seconded the motion. A voice vote was taken and passed unanimously with 8 trustees voting yes. | |

| Follow-up Items | Person | Deadline |
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Adoption of Meeting Calendar for 2018

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| Discussion | |
| Trustee O'Malley informed the Board that they needed to set the calendar for meeting dates for 2018. The proposed dates were: Spring – March 8 and 9, Summer – June 7 and 8, Fall – September 13 and 14, Winter – November 29 and 30. | |
| Trustee Wallenius requested the Board to reconsider the Spring dates due to it being spring break for students. Dannelle Whiteside stated that based on the majority of the Trustee's availabilities, there is no flexibility in this schedule. | |

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| Conclusions | |
| Trustee O'Malley made a motion that the Board adopt the meeting calendar for 2018. Trustee Atkins seconded the motion. A voice vote was taken and it passed with 8 trustees voting yes. | |

| Follow-up Items | Person | Deadline |
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| President's Report and Report on Interim Items | | |
| Discussion | | |
| <p>Trustee O'Malley requested that President White present her report. She stated that Austin Peay State University is making progress on the master plan and it will change over time. The goals are to provide adequate space in which to educate students, create a good environment for faculty and staff, and to support the community. The master plan must align with the strategic plan of growing graduate students by offering more doctoral programs such as psychology, enrolling more international students, and creating a larger presence at the Ft. Campbell Center. Focus will also be placed on student success and serving the military and their families. Austin Peay had a 32% increase in first-time freshmen this year, which is creating a strain on APSU's resources and housing. Potential public/private partnerships may be considered in the future to build new housing.</p> <p>There was discussion regarding total current enrollment. Provost Gandy stated that currently it is approximately 10,200 and is estimating 300 more from Ft. Campbell for a total of 10,500. President White stated that she hopes to pull the number of students who were lost between 2011-2015 back in which would make enrollment near 13,000 in the future.</p> | | |
| Conclusions | | |
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| Follow-up Items | Person | Deadline |
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| Update on Facilities Master Plan Revision | | |
| Discussion | | |
| <p>Mr. Art Lidksy gave an update on the master planning process. He presented comparisons based on other five-year institutions in the state on items such as classrooms, laboratories, and the library. It has been determined that APSU does not utilize its classrooms as much as it should and the ones it is using are at capacity. Classroom sizes are small, but Austin Peay needs more space and more/different rooms. He stated that public/private partnerships may be something Austin Peay needs to consider in the future to keep projects off of its budget. This is something that must be examined carefully.</p> <p>Mr. Lidksy presented a list of potential new projects as well as future renovations. A health professional building seems to be a priority at an estimated cost of \$48 million for the building alone and \$65 million total cost included other miscellaneous expenses. The library is inadequate to provide students the active learning environment needed, however, the location is great. A new student</p> | | |

success building could easily be tied to the library in the future. There is plenty of room on campus for more buildings.

There was some discussion regarding, optimizing the use of classroom space/hours and, parking for students as enrollment grows.

Conclusions

Follow-up Items

Person

Deadline

Update on SACSCOC Substantive Change Review Process

Discussion

Trustee O'Malley introduced Dr. Lynne Crosby, Vice Provost/Associate Vice President for Academic Affairs, to provide an update on SACSCOC Substantive Change Review Process. Due to Austin Peay's governance change, SACSCOC will be visiting the campus on October 3-5 to verify compliance. The Board is asked to participate in this visit. If they cannot be physically present, they may be able to participate by video chat. Dr. Crosby shared the SACSCOC standards and core requirements for the governing board with the Board members.

Conclusions

Follow-up Items

Person

Deadline

Adjourn

Discussion

Trustee O'Malley thanked everyone who had a part in putting this meeting together. He made the motion to adjourn the meeting. Trustee Atkins seconded the motion. A voice vote was taken and it passed unanimously. The meeting adjourned at 11:12 a.m.



Consent Agenda Item: A.i.

Date: December 1, 2017

Subject: Executive Certificate in Healthcare Administration

Action Recommended: Recommend approval to on Consent

Background Information:

The Executive Certificate in Healthcare Administration is a 12-hour graduate certificate providing an executive style education to healthcare professionals in the greater Nashville area. This program is designed for individuals who are working full time in healthcare and want to further their education. All courses will be offered in a hybrid format and the program is designed to be completed in two eight-week semesters.

The Executive Certificate in Healthcare Administration will expose students to four key functions of healthcare administration: accounting, finance, strategic planning and human resources, which will expand the scope of knowledge and skills for professionals in the healthcare field. Completion of the certificate program will enhance the marketability and functionality of professionals and clinicians, as well as fulfill four course requirements in APSU's Master of Healthcare Administration degree program, if the student applies to the Master's program.

- Supporting Information from the Nashville Health Care Council:
 - Nashville is home to a diverse health care cluster with leaders in a number of industry niches that impact the health care landscape locally, nationally and internationally.
 - The Nashville health care industry contributes an overall economic benefit of \$38.8 billion and more than 250,000 jobs to the local economy annually.
 - Globally, Nashville's health care industry generates more than \$84 billion in revenue and more than 500,000 jobs.
 - Nearly 400 health care companies have operations in Nashville and work on a multistate, national or international basis. Nashville is also home to more than 400 professional service firms (e.g., accounting, architecture, finance, legal) that provide expertise in the health care industry.

- The health care industry is Nashville's largest and fastest growing employer, directly employing 126,000, an increase of more than 10 percent from 110,000 jobs in 2010.
- Estimated enrollment: 15 students per cohort
- Alignment with APSU Strategic Plan:
 - Objective 1.2.2 – Create new graduate programs that meet current market demands or projected market needs.
 - Objective 2.1.1 – Expand quality program development and curriculum options for students

Proposed Implementation Date: Spring 2018

Item Details:

The Executive Certificate in Healthcare Administration is a 12-hour graduate certificate (4 courses) providing an executive style education to healthcare professionals in the greater Nashville area. The Executive Certificate in Healthcare Administration can be completed in two consecutive eight-week sessions in the Fall or Spring semesters. Students will enroll in two classes Session A and two classes Session B. Each session will start with a 3-4 day on-campus immersion where students will participate in lecture and group work with the faculty member.

Completion of the Executive Certificate in Healthcare Administration will allow the student to transition into the Master of Healthcare Administration (MHA) that is currently offered through the Department of Health and Human Performance. All four certificate classes will count toward the ten course MHA degree.

Courses

Session A Courses:

HHP 5530 Financial Accounting in Healthcare

HHP 5640 Human Resource Management

Session B Courses:

HHP 5630 Financial Management of Health Care Services

HHP 5860 Strategic Healthcare Management

Program Student Learning Outcomes:

1. The student will apply the concepts of accounting in financial analysis and decision-making.

2. The student will assess the financial condition of an organization using financial statements and other data.
3. The student will be able to construct management strategies for hiring, retention, training, compensation and communication with the workforce.
4. The student will be able to critique and improve existing strategic plans of healthcare organizations.



Consent Agenda Item: A.ii.

Date: December 1, 2017

Subject: Project Management Graduate Certificate

Action Recommended: Recommend approval to establish new graduate certificate

Background Information:

The Department of Leadership and Organizational Administration in the College of Behavioral and Health Sciences proposes a 9-credit hour online graduate certificate in Project Management. The proposed program is designed to serve students who wish to earn a graduate credential while preparing to apply for the Project Management Institute's (PMI) Project Management Professional (PMP)/Certified Associate in Project Management (CAPM) exams. The certification earned by passing these exams is highly desirable among hiring employers.

Proposed Implementation Date: Summer 2018

Item Details:

The Project Management Graduate Certificate will help students build their skills and credentials in project management, and prepare them to take the Project Management Professional (PMP) Exam. Students will complete this 9-credit hour online program by taking three courses, including one course in project management (LDSP 5420 Applied Project Management), and two of the following elective courses: LDSP 5300 Survey of Best Practices in Leadership; LDSP 5060 Communication Skills for Organizational Administration; LDSP 5105 Project Planning and Scheduling; LDSP 5110 Organizational Innovation; LDSP 5200 Organizational Culture, Politics and Change; LDSP 5560 Small Group Leadership; and/or LDSP 5700 Conflict Management and Negotiation.

Currently, APSU offers a PMP Exam preparation series through the Department of Continuing Education. Since many students who take this non-credit series have already earned a Bachelor's degree, many students have requested that this program be offered for credit at the graduate level. Some of these students are active duty and retired military service members. Graduate certificates are often covered by the Post 9/11 GI Bill, while non-credit Continuing Education courses are not covered. Creating this graduate

certificate will allow these students to obtain a graduate credential while using their military education benefits.

This certificate is designed to complement other APSU graduate degrees, especially the Master of Professional Studies (MPS) in Strategic Leadership. Students who complete the Project Management Graduate Certificate will be able to apply all three credit courses toward the MPS degree if they decide to continue as a graduate student and apply to the MPS program.

Students who complete the Project Management Graduate Certificate will be able to demonstrate several learning outcomes:

- Prepare and apply for the PMI PMP®/CAPM® Exam using key concepts, terms, formulas, and proven exam-taking skills
- Effectively apply information from the PMBOK® (Project Management Body of Knowledge) Guide to simulated projects
- Utilize proven project and general management methodologies on projects in various environments/industries



Agenda Item: A.ii.

Date: December 1, 2017

Subject: Ed.D. Program/Level Change Approval

Action Recommended: Approval of Ed.D. Program/Level Change

Background Information:

The Doctor of Education (Ed.D.) degree in Educational Leadership at Austin Peay State University (APSU) will focus on providing skills to a variety of leaders in public and private education at both the K-12 and higher education levels.

Supporting Area Needs: Since 2005, students, K-12 administrators from seven area school districts, current APSU employees, and community college administrators have requested that APSU establish a doctorate in educational leadership. The Ed.D. provides a way for individuals to expand their knowledge and training beyond a master's or Educational Specialist degree (Ed.S.), which APSU currently offers.

Job Market:

- Employment is projected to increase by 6% for elementary and secondary school administrators in the nation from 2014-2024. In Tennessee, the projected employment for administrators for elementary and secondary schools is 5,680 with average annual openings of 220 jobs with 1.6% annual growth.
- Employment is projected to increase by 8% for post-secondary administrators in the nation from 2014-2024 with a beginning salary of \$92,000. At the postsecondary level, the Bureau of Labor Statistics (BLS) projects 15 percent growth in administrator employment, producing around 23,500 new jobs in the same period.
- Currently, over 50 individuals have been identified who wish to participate in the initial Ed.D. cohort.

Estimated Enrollment: The cohort model will admit 20 students in first cohort (Fall 2018) and 15 each subsequent year.

Distinctiveness: The proposed program represents the first doctoral program offered by APSU, constituting a SACSCOC Level Change from Level IV to Level V. APSU will submit the Level Change Application to SACSCOC in February 2018.

In addition, the Ed.D. is designed to meet the needs of several groups of potential students.

- Current educational leaders in the K-12 environment who currently hold an administrative license.
- Classroom teachers who have earned master's or Ed.S. degrees who wish to acquire their administrative license while obtaining a doctorate.
- Classroom teachers who have earned master's or Ed.S. degrees who do not wish to be a school administrator but desire to become a teacher leader.
- Current educational leaders in the K-12 environment that need to earn the doctorate to either enhance their marketability or to improve their skills.
- Higher education employees who have earned master's or Ed.S. degrees who desire to earn the doctorate to advance in the administrative structure of their campus.
- Military personnel who desire to continue their education after the master's degree.

Alignment with College of Education Mission and APSU Strategic Plan: This proposed program supports APSU Goal 1: Enrollment Growth and Goal 2: Student Success: Retention, Completion and Workforce Preparedness

Proposed Implementation Date: Fall 2018

Item Details:

The Ed.D. degree consists of 60 hours beyond a master's degree. The Ed.D. degree will be housed in the Department of Educational Specialties, within the Martha Dickerson Eriksson College of Education. The program will be coordinated by Dr. Gary Stewart and will be under the supervision of Dr. Moniqueka Gold (Chair of Educational Specialties) and Dr. Prentice Chandler (Dean of the Martha Dickerson Eriksson College of Education).

The program consists of the following coursework:

- leadership theory and practice (12 credit hours),
- organizational analysis (9 credit hours),
- analysis of educational policy (6 credit hours),
- research and statistics (12 credit hours),
- 9+ credit hours of coursework related to the students' elective interests, and
- 12+ credit hours of dissertation work

Ed.D. Course Distribution

| Curriculum Topics | Courses |
|--|---|
| Leadership Theory and Practice (12 hrs) | Education 7000 <u>Theories of Leadership</u> 3 hrs Education 7001 <u>Theories of Educational Leadership</u> 3 hrs Education 7002 <u>Technology Applications for Educational Leaders</u> 3 hrs Education 8003 <u>Team-Building & Group Dynamics</u> 3 hrs |
| Organizational Analysis (9 hrs) | Education 7004 <u>Organizational Development</u> 3 hrs Education 8005 <u>Strategic Planning & Decision-Making</u> 3 hrs Education 8006 <u>Program Planning & Evaluation</u> 3 hrs |
| Research, Inquiry, and Evaluation (12 hrs) | Education 7030 <u>Educational Statistics I</u> 3 hrs Education 7031 <u>Educational Statistics II</u> 3 hrs Education 7050 <u>Qualitative Research</u> 3 hrs Education 8050 <u>Quantitative Research</u> 3 hrs |
| Analysis of Educational Policy (6 hrs) | Education 7011 <u>Educational Policy</u> 3 hrs Education 7012 <u>Social, Political, & Legal Issues</u> 3 hrs |
| Electives (9 hours) | elective courses that will enhance the leadership skills of the candidate. |
| Dissertation (12+ hrs) | Education 8013: <u>Dissertation</u> 6 hrs Education 8014: <u>Dissertation</u> 6 hrs |

The program proposal has received approvals from the Teacher Education Council, Department Chair, Dean, the Graduate and Research Council (now called Graduate Academic Council, the Academic Council (now called University Curriculum Committee), Provost and Vice President for Academic Affairs, and President.

Budget

- The largest expense expected will be the addition of five faculty members for the doctoral program during the first five years.
- Revenue from tuition and fees is expected to be approximately \$205,800 in the first year, 349,300 in the second year, and 454,600 in the third year.



Agenda Item: A.iii.

Date: December 1, 2017

Subject: Student Conduct and Disciplinary Sanctions Rule

Action Recommended: Approval by Roll Call Vote

Background Information:

State entities are required to promulgate rules and regulations when the subject of those rules and regulations affects the rights of third parties. At its May 19, 2017 Board meeting, the APSU Board of Trustees approved the Student Conduct and Disciplinary Sanctions Rule. After submission to the Attorney General's Office, the rules were returned with a few substantive changes. Once these changes are approved by the Attorney General, they will proceed to approval from the Secretary of State, and is subject to final approval by the Government Operations Committee of the Tennessee General Assembly. The promulgation process is enumerated in the Tennessee Uniform Procedures Act at T.C.A. § 4-5-201, et. seq.

Proposed Implementation Date: At the conclusion of the rule promulgation process.

Item Details: See attachment.

**Rules
of
Austin Peay State University**

**Chapter 0240-05-02
Student Conduct and Disciplinary Sanctions**

| | |
|----------------|-----------------------------------|
| 0240-05-02-.01 | APSU Policy Statement |
| 0240-05-02-.02 | Disciplinary Offenses |
| 0240-05-02-.03 | Academic and Classroom Misconduct |
| 0240-05-02-.04 | Disciplinary Sanctions |
| 0240-05-02-.05 | Disciplinary Procedures |

0240-05-02-.01 APSU Policy Statement.

- (1) Austin Peay State University (University) students are expected to conduct themselves as law-abiding members of each community at all times. Admission to APSU carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between APSU and the academic community which it seeks to serve, the APSU Board of Trustees (the Board) has authorized the President (the President) to take such action as may be necessary to maintain campus conditions and preserve the integrity of APSU and its educational environment.
- (2) Pursuant to this authority and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board of Trustees has developed the following regulations, intended to govern student conduct on the APSU campus. The University under the jurisdiction of the Board of Trustees is directed to implement policies subject to, and consistent with, these rules. In addition, students are subject to all federal, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects APSU's pursuit of its educational objectives, APSU may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these rules may subject a student to disciplinary measures by APSU whether or not such conduct simultaneously violates state, local or national laws.
- (3) For the purpose of these rules, a "student" shall mean any person who is admitted and/or registered for study at APSU for any academic period. This shall include, but not be limited to any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from APSU. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policies, rules, and regulations governing student conduct. Students are responsible for compliance with the Policies on Student Conduct and with similar APSU policies at all times.
- (4) Disciplinary action may be taken against a student for violation of the policies, rules, and regulations which occur on APSU owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any APSU activity or the mission, processes, and functions of APSU. The University may enforce their own rules regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.
- (5) These rules, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for

the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

- (6) Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) and/or the Tennessee Open Records Act, a student's disciplinary files are considered educational records and are confidential within the meaning of those Acts.

Authority: T.C.A. §§ 4-5-101 et seq., 49-8-203, and § 10-7-501 et seq..

0240-05-02-.02 Disciplinary Offenses.

- (1) Generally, through appropriate due process procedures, APSU disciplinary measures may be imposed for conduct which adversely affects APSU's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community or which endangers property or persons on APSU, or APSU-controlled property.
- (2) Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:
 - (a) Conduct dangerous to self or others. Any conduct, or attempted conduct, which poses a direct threat to the safety of others or where the student's behavior is materially and substantially disruptive of APSU's learning environment;
 - (b) Hazing. Violations of this section include any act of hazing on or off the Austin Peay State University campus or APSU controlled property, by an Austin Peay State University individual, group of individuals or registered student organization. Hazing means any intentional or reckless act on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organizations;
 - (c) Discrimination or Discriminatory Harassment. Any individual or group act against another individual or group in violation of Board of Trustee policies, as well as federal and/or state laws prohibiting discrimination and discriminatory harassment, including, but not limited to, APSU Policy 5:003;
 - (d) Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs or may reasonably provoke other groups or individuals (this may include, but not be limited to verbal abuse, nonverbal gestures and inappropriate behavior resulting from the use of being under the influence of alcohol or drugs), etc.;
 - (e) Obstruction of or Interference with APSU Activities or Facilities. Any intentional interference with or obstruction of any APSU program, event, or facility including, but not limited to the following:
 - 1. Any unauthorized occupancy of APSU or APSU-controlled facilities or blockage of access to or from such facilities,

2. Interference with the right of any APSU member or other authorized person to gain access to any APSU or APSU-controlled activity, program, event or facility;
 3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any University official in the performance of his or her duty;
 4. Any form of disruptive behavior in the classroom, during any campus event or;
 5. Activity or at any location on campus;
- (f) Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to APSU or property being used, rented, owned or leased by a student, group of students or officially registered student organization not owned by APSU;
 - (g) Theft, Misappropriation, or Unauthorized Sale. Any act of theft, misappropriation, or unauthorized possession, use or sale of APSU property or any such act against a member or organization of the APSU community or a guest of APSU;
 - (h) Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of APSU documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status at APSU; failure to carry the APSU ID card at all times or to show it upon proper request;
 - (i) Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind on APSU property. Firearms or dangerous weapons include, but are not limited to: rifles, handguns, replica/toy guns, BB guns, pellet guns, stun guns, non-culinary knives with a blade greater than four (4) inches, martial arts equipment, paint ball guns, water guns, bows and arrows, etc., or other objects with the intent to cause bodily harm, including mace and/or pepper spray;
 - (j) Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
 - (k) Alcoholic beverages. The use and/or possession of alcoholic beverages and/or public intoxication on APSU-owned or controlled property, violation(s) of any local ordinance or state or federal law concerning alcoholic beverages, on or off campus, or a violation of the terms of the Austin Peay State University Drug-Free Policy Statement. It shall not be a violation for students twenty-one (21) years of age or older to consume alcohol within areas designated by the president where alcohol is permitted to be served. In addition, officially registered student organizations that sponsor events off campus, where alcoholic beverages are present and available for consumption, must adhere to all local, state and federal laws concerning alcoholic beverages and must follow APSU's Risk Management Guidelines for Student Organizations;

- (l) Drugs. The unlawful possession or use of any drug, controlled substance or drug paraphernalia (including, but not limited to, any prescription drug, stimulant, depressant, narcotic or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance, or a violation of any terms of the APSU Drug-Free Policy Statement;
- (m) Gambling. Participation in any gambling or gambling-related activities on campus or on APSU controlled property or property being used, rented or leased by a student, group of students or officially registered student organization not owned by APSU that have not been approved and/or administered in accordance with the laws and regulations of the State of Tennessee. Any permitted gambling or gambling-related activity, e.g. raffles, must also be operated under the auspices of the APSU's Foundation.
- (n) Financial Irresponsibility. Failure to promptly meet financial responsibilities to APSU including, but not limited to, knowingly passing a worthless check or money order in payment to APSU or to a member of the APSU community acting in an official capacity;
- (o) Unacceptable Conduct in hearings. Any conduct at an APSU hearing involving contemptuous, disorderly behavior, or the giving of false testimony or other evidence at any hearing;
- (p) Failure to Cooperate with University Officials. Failure to comply with directions of APSU officials acting in the performance of their duties;
- (q) Violation of general rules and regulations. Any violation of the general rules and regulations of the University as published in an official APSU publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- (r) Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the offenses listed in this document, or the aiding and abetting of the commission of any of the offenses (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);
- (s) Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;
- (t) Violation of imposed disciplinary sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by a APSU official or a constituted body including, but not limited to, sanctions contained herein;
- (u) Violations of APSU Residence Hall or Apartment policies or regulations. The violation of any policies or regulations which appear in printed materials distributed to resident students (i.e., housing license agreements, handbooks for resident students, etc.);
- (v) Sexual Battery/Rape. Any act of sexual battery or rape as defined by state law;

- (w) Sexual Misconduct. An offense including acts of sexual assault, domestic violence, dating violence and/or stalking as defined in APSU Policy 6:001. All matters involving allegations of sexual misconduct will be governed by the procedures set forth in APSU Policy 6:001;
- (x) Tobacco. Smoking, inclusive of electronic smoking devices and vapors, in all APSU buildings, grounds and state-owned vehicles is prohibited (except in otherwise designated areas as provided in APSU policy 99:022). Regardless of whether classes are in session, smoking is prohibited in all buildings, grounds and state-owned vehicles twenty-four (24) hours a day, year round. Students who want to use smoke-free tobacco products may do so thirty (30) feet from each building exit and entrances. Smoke-free tobacco product use is prohibited in APSU buildings and state-owned vehicles.
- (y) Pets. With the exception of service animals, emotional support animals, and animals used for academic research purposes, animals are prohibited on campus except in designated housing areas. Students are required to provide the Office of Disability Services with medical documentation in requesting an accommodation for an emotional service support animal.
- (z) Filing a false complaint or statement. Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student or organization or APSU employee.
- (aa) Academic Misconduct. Plagiarism, cheating, fabrication or collusion. For purposes of this section the following definitions apply:
 - 1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution.
 - 2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.
 - 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
 - 4. Facilitation or Collusion. Assisting or attempting to assist another to violate a provision of APSU's student code of conduct regarding academic misconduct.
- (bb) Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an APSU facility without proper authorization.
- (cc) Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
- (dd) Abuse of Computer Resources and Facilities. Misusing and/or abusing computer resources including, but not limited to the following:
 - 1. Distribution or use of a student and/or another person's identification to gain access to APSU computer resources,

2. Use of APSU computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
 3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
 4. Unauthorized transfer of a computer or network file,
 5. Use of computing resources and facilities to send abusive or obscene correspondence,
 6. Use of computing resources and facilities in a manner that interferes with normal operation of the APSU computing system,
 7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or APSU official,
 8. Violation of any published information technology resources policy,
 9. Unauthorized peer-to-peer file sharing;
- (ee) Unauthorized Access to APSU Facilities and/or Grounds. Any unauthorized access and/or occupancy of APSU facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
- (ff) Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
- (gg) Rollerblading/Skateboarding. Rollerblading/skateboarding and other coasting devices must comply with APSU Policy 4:013.
- (3) Disciplinary action may be taken against a student for violations of the foregoing rules which occur on APSU owned, leased or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any APSU activity or the missions, processes and functions of APSU. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus which violates local, state or federal laws, which violate APSU policies for student organizations, or which poses a substantial threat to persons or property within the APSU community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at APSU, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from APSU with disciplinary action or

academic misconduct action pending, the student's record may be encumbered by the appropriate APSU office until the proceedings have been concluded.

Authority: T.C.A. §§ 4-5-101 et seq., 49-7-123(a)(1), 49-8-203, and 10-7-501.

0240-05-02-.03 Academic and Classroom Misconduct.

- (1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of APSU. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures established by the Division of Student Affairs.
- (2) Academic dishonesty may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to, a grade of "F" on the work in question, a grade of "F" in the course, reprimand, probation, suspension and expulsion. The student will be advised of his/her rights. The student may accept the instructor's finding, grade reduction, and/or other sanction and waive his/her hearing right. In the event a student believes he/she has been erroneously accused of academic misconduct, he/she may request a hearing. Hearings will be conducted pursuant to the procedures set forth at Part 5, Disciplinary Procedures, below. If the student is found responsible for the allegation(s) of academic misconduct, the grade as assigned by the instructor will stand. Should the hearing source absolve the student of the allegations of academic misconduct, the faculty member will reassess the student's grade based upon the hearing source's finding. When necessary, grade changes will be made administratively.
- (3) Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary action, through appropriate APSU academic grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- (4) Disruptive behavior in the classroom may be defined, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, the presence of non-enrolled visitors in the classroom [see APSU Policy No. 3:032, Minors on Campus Policy], etc.), the continued use of any electronic or other noise or light emitting device which disturbs or interrupts the concentration of others (e.g., disturbing noises from beepers, text messaging, cell phones, palm pilots, laptop computers, games, etc.).
- (5) Class attendance and punctuality requirements are established by the faculty through the printed syllabus for each course. Students are expected to attend class regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which student(s) are unable to make

immediate contact with faculty, the student may contact the Central Student Affairs office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for possible completion of coursework requirements, if feasible.

Authority: T.C.A. §§ 4-5-101 et seq. and 49-8-203.

0240-05-02-.04 Disciplinary Sanctions.

- (1) Austin Peay State University (APSU) shall adopt and publish a policy, providing notice of potential disciplinary sanctions applicable to both individuals and organizations. The policy may include any appropriate sanction subject to prior review by the APSU Office of Legal Affairs and approval by the Board of Trustees. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these rules, disciplinary policies, or the general policies, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school officials. (Note: Final results of disciplinary proceedings for violations that include violent acts or non-forcible sex offenses, as defined by Tennessee law, may be released without permission of the student perpetrator.)
- (2) Definition of Sanctions. The following provides a non-exhaustive list of possible sanctions with corresponding definitions:
 - (a) Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
 - (b) Warning. The appropriate APSU official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
 - (c) Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these rules and provides notice that any further violation(s) may result in more serious penalties;
 - (d) Restriction. A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, but is not limited to, the following: denial of the right to represent APSU in any way, denial of the use of APSU facilities and/or parking privileges, restriction of participation in extracurricular activities, restriction of organizational privileges including registration, and restriction of the transfer of academic credit from another institution;
 - (e) University Probation. Continued enrollment of a student or student organization on probation may be conditioned upon adherence to these rules. Any student or organization placed on probation will be notified of such in writing, either in hard copy or electronic, and will also be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student or organization. Any conduct in violation of these rules while on probationary status

or the failure to comply with the terms of the probationary period may result in the imposition of a more serious disciplinary sanction;

- (f) Suspension. If a student or student organization is suspended, he/she or the organization is separated from APSU for a stated period of time with conditions for readmission stated in the notice of suspension;
- (g) Expulsion. Expulsion entails a permanent separation from APSU. The imposition of this sanction is a permanent bar to the student's readmission, or a student organization's recognition to APSU. A student or organization that has been expelled may not enter APSU property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
- (h) Interim or Summary Suspension. As a general rule, the status of a student or student organization accused of violations of these rules should not be altered until a final determination has been made in regard to the charges. Interim or Summary suspension may be imposed upon a finding by the appropriate APSU official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the APSU community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
- (i) Housing Probation. A resident or student organization placed on housing probation is deemed not to be in good standing with the housing community, and his/her continued residence is conditioned upon adherence to these rules and the Housing Contract. Any resident placed on probation shall be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s). Any conduct of a similar or more serious nature in violation of the probation shall result in suspension from housing;
- (j) Housing Suspension and Forfeiture. A resident or student organization suspended from housing may not reside in, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing deposit). A suspended resident must vacate the housing unit within forty-eight (48) hours. Housing suspension shall remain a part of the student's disciplinary record;
- (k) Service to the University. A student or student organization may be required to donate a specified number of service hours to APSU, by way of performing reasonable tasks for the appropriate APSU office or official. This service shall be commensurate to the offense the student is guilty of violating (i.e., service to maintenance staff for defacing APSU property);
- (l) Special Educational Program. A student or student organization may be required to participate in any special educational programs relevant to the offense, to attend special seminars or educational programs or to prepare a project or report concerning a relevant topic;
- (m) Smoking and Clean Air Policy Violation. There will be graduated fines imposed for violation of the Smoking and Clean Air policy:

1. First Offense- \$25.00
 2. Second Offense- \$50.00
 3. Third Offense or more- \$100.00 and for additional Disciplinary Charges;
- (n) Interim or Summary Suspension from Campus Housing. Though as a general rule, the status of a student or student organization accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, interim suspension from campus housing may be imposed upon a finding by the appropriate APSU official that the continued presence of the accused in Austin Peay State University housing constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the APSU community or its guests, or the destruction of property. A final determination of the charges against any student or student organization summarily suspended from campus housing shall be made through appropriate hearing procedures within seven (7) class days of such housing suspension during which time the accused shall forfeit the right to reside in or visit campus housing facilities. The accused student shall be permitted to attend classes during this interim period.
 - (o) Referral for Intervention, Assessment and/or Counseling. The student is mandated to visit the appropriate APSU official for an initial intervention and assessment which may be followed by required participation and a prescribed plan of action or treatment plan. Parents or legal guardians may be notified;
 - (p) Fines. Penalties in the form of fines may be enforced against a student or an organization whenever the appropriate hearing officer(s) or hearing body deems necessary. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines to the Business Office within two weeks of the decision will result in further disciplinary action;
 - (q) Letter of Apology. A student or student organization may be required to write a letter of apology to APSU or its guests, another student or student organization, faculty or staff member, or any other constituent affected by the behavior for which the student or student organization has been found responsible. The letter shall be written and sent within seven (7) class days of notification of sanction and copies to the appropriate hearing body or official;
 - (r) Revocation of Admission, Degree, or Credential; and,
 - (s) Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

Authority: T.C.A. §§ 4-5-101 et seq. and 49-8-203.

0240-05-02-.05 Disciplinary Procedures.

- (1) Hearing Procedures:
 - (a) Procedures conforming to the Uniform Administrative Procedures Act. All cases which may result in (i) suspension or expulsion of a student or student organization

from APSU for disciplinary reasons, or (ii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA) T.C.A. 4-5-301 et seq. and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Trustees, unless the student or student organization waives those procedures in writing and elects to have his or her case heard by either the University Hearing Board or an Administrative Hearing.

- (b) Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and cases in which a student or student organization has waived the contested case procedures in writing shall be processed in accordance with APSU Hearing Procedures. APSU has established two (2) alternate APSU Hearing Procedures:

- 1. A hearing conducted by one (1) or more Student Affairs Administrators; or
- 2. A hearing conducted by the University Hearing Board. (Note: This option shall be available until the final ten (10) class days of each semester, or the final five (5) class days of the second summer term, during which time all disciplinary hearings will be conducted by appropriate Student Affairs Administrators, except those subject to UAPA procedures as selected by the accused student or student organization.)

- (c) Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and which involve very minor first offenses by students or student organizations may be discussed informally with students or student organizations. In such cases, no formal record will be maintained in the judicial records of APSU. The Dean of Students or other designee, appointed by the Vice President for Student Affairs, shall note the name of the student or student organization involved in his/her personal records. The purpose of this notation is only to determine a student's or student organization's prior involvement in a minor offense, when and if a second offense occurs at a later date. If the student or student organization is subsequently involved in another violation of regulations, at the discretion of the hearing body, this Informal Record will become a part of the student's or student organization's Formal Disciplinary Records.

- (d) Alternative resolution methods may include, but are not limited to, mediation, diversion programs and/or negotiated resolutions.

- (e) Jurisdiction of Cases to be heard by Student Affairs Administrators:

- 1. All formal cases involving incidents which occur in APSU residence halls and/or apartments and which involve on-campus residents shall be heard by the Residence Life staff or designee.
- 2. All other formal cases shall be heard by the Dean of Students for Student Affairs, or appropriate designee, except in cases where such staff member is unavailable or has a bias toward either party in the pending case. In such cases the Senior Student Affairs Officer shall assign one (1) or more Student Affairs Administrators to hear the case.

- (2) Commencement of Disciplinary Proceedings.

- (a) A student or student organization accused of violating APSU disciplinary policies shall be called before the Dean of Students or designee, appointed by the Vice President for Student Affairs, for a preliminary conference at which the student or organization will be orally advised of the following:
 - 1. The charges against him/her/or organization;
 - 2. The rights afforded to him/her/or organization by the hearing procedures which are available;
 - 3. The hearing procedure options available; and
 - 4. The responsibilities of the accused student or organization in the disciplinary procedures.
 - (b) A student or organization may waive the right to a preliminary conference and an oral explanation of the items listed in (2) (a) above.
 - (c) Once advised of the hearing options, the accused student or organization may elect to accept the finding and sanction from the Dean of Students or designee, or elect a hearing pursuant to UAPA (where appropriate), or a hearing before the University Hearing Board.
 - (d) The election must be made within three (3) class days of receipt of notice of pending charges against him/her /or organization by completing, and signing, and Election of Procedure form and/or waiver form. Once the election is made, the decision is final and may not be changed during the course of the hearing.
 - (e) All matters involving allegations of impermissible discrimination, harassment, or retaliation will be governed by the procedures outlined in an APSU policy that reflects the requirements of that Guideline.
 - (f) All matters involving allegations of sexual misconduct and/or stalking will be governed by the procedures outlined in APSU policy 6:001: Sexual Violence and Stalking.
- (3) APSU Hearing Rights. These rights shall be afforded the accused student/organization in all APSU Hearings before the appropriate Student Affairs administrator or the University Hearing Board.
- (a) The right to choose the appropriate hearing option. (This right must be exercised within three (3) class days of the presentation of charges. Note: This option shall be available until the final ten (10) class days of each semester, or the final five (5) class days of the second summer term, during which time all discipline hearings will be conducted by appropriate Student Affairs administrators, except those subject to UAPA procedures.)
 - (b) The right to written notice, by hard copy or email, of the time and place of the hearing at least three (3) days in advance of the hearing. A justified delay may be granted. (This right may be waived in writing by the accused student/organization.)
 - (c) The right to a written statement of the charges in time and detail sufficient to enable the student/organization to prepare a defense.

- (d) The right to be accompanied by an adviser of the student's/organization's choice, but such advisor participation shall be limited to advising the student/organization.
 - (e) The right to a statement of the possible sanctions that may be imposed as a result of a finding of a violation of the Code, at least three (3) days in advance of the hearing.
 - (f) The right to present witnesses in the student's/organization's behalf and to question any witnesses presented against the student. The student/organization is responsible for the attendance of any witnesses to be present in the student's /organization's behalf.
 - (g) The right to be informed in writing, delivered either by mail, in person or via email, of:
 - 1. The final administrative decision in the case.
 - 2. The proper procedure for appeal.
 - (h) The right to be provided copies, upon request and in accordance with APSU Policy, of all complaints, reports, witness statements and other written materials used in determining the charges.
- (4) Rights of Complainant and/or Victim.
 The APSU member (student, faculty or staff) who authors "complaints" or "statements" as a victim in the alleged violation shall have the following rights:
- (a) To be notified of his/her rights prior to making a statement.
 - (b) To be informed that any written statement made or signed will be shared with the accused student/organization and that the accused student/organization may request a copy of the statement.
 - (c) To attend the hearing.
 - (d) To have an advisor present during the hearing.
 - (e) To be given the opportunity to question all witnesses and the accused during the hearing.
 - (f) To be provided a copy of any statement he/she has written or dictated to others.
 - (g) To be able to submit a list of witnesses to be called to the hearing.
 - (h) To be permitted to drop the charges only up to the date of the hearing.
 - (i) To be notified of the outcome of the hearing, including the finding concerning responsibility and any sanctions taken.
- (5) APSU Hearing Procedures.

- (a) Hearings before a Student Affairs Administrator. The appropriate Student Affairs Administrator shall act as hearing officer in the hearing, shall determine students/organization's innocence or guilt and shall apply sanctions as appropriate.
- (b) Hearings before the University Hearing Board. Procedures for the Board include the following:
 - 1. The University Hearing Board shall be composed of nine persons: five students, (two (2) automatically selected from the Student Tribunal Justices of the Student Government Association, and three (3) selected at large from the student body who meet the same qualifications and are selected via the same procedures as those for Student Tribunal Justices as listed in the APSU SGA Constitution), two (2) faculty and two (2) administrators, all appointed by the President, for a term of one (1) academic year. Additionally, student, faculty and administrator alternate members shall be selected to serve in the absence of regular members and shall be appointed by the President for a term of one (1) academic year.
 - 2. The Chair of the Board shall be appointed by the President.
 - 3. A minimum of five (5) members of the Board are required to hear a disciplinary case, composed of at least two (2) students, one (1) faculty member, and one (1) administrator.
 - 4. The Dean of Students shall train and advise all regular and alternate members of this Board in appropriate disciplinary procedures.
 - 5. The hearing shall be conducted consistent with the rights described above in paragraphs (3) and (4) of this rule.
 - 6. All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing.
 - 7. Formal rules of evidence shall not be applicable. The adjudicating body may exclude evidence which in its judgment is immaterial, irrelevant, or unduly repetitious.
 - 8. The standard of proof required to overturn a finding of violation of the Student Discipline Policy made by the Dean of Students, or designee, shall be the preponderance of the evidence and the charged student bears the burden of proof.
 - 9. The hearing source shall issue a written decision within three (3) class days after the conclusion of the hearing.
 - 10. The student will be advised in writing via ASPU email (and USPS mail if requested by the student) of the University Hearing Board or Student Affairs Administrator decision and all sanctions imposed as a result of the disciplinary hearing.
 - 11. Any sanction imposed as a result of a hearing conducted under the Code shall be effective immediately upon written notification of the

student/organization unless the hearing authority deems a stay of such sanction desirable pending appeal.

12. In any case where the decision results in separation from APSU, the decision shall be reviewed by the Senior Student Affairs Officer prior to notifying the Office of the Registrar and the Academic Department in which the student has been enrolled.

(6) Appeals.

- (a) The student may appeal a decision of the University Hearing Board or the Student Affairs Administrator to the Senior Student Affairs Officer, or designee.
- (b) An appeal in writing setting forth grounds for the appeal and addressed to the appropriate appellate authority must be received in the Office of the Senior Student Affairs Officer within three (3) class days after the student/organization is notified of the sanction imposed at any hearing or appellate level.
- (c) Appeals shall be limited to the following grounds on the following issues:
 1. Were procedures properly followed in the hearing?
 2. Was the evidence presented at the hearing determined by "preponderance"?
 3. Was the sanction imposed proportional to the violation?
 4. New information, not available at the time of the original hearing, has become available which would substantially alter the outcome of the hearing.
- (d) Review shall be based solely on a consideration of the record generated through the hearing together with the written appeal document and relevant attachments filed by the student.
- (e) Appellate Authority. The Senior Student Affairs Officer, or designee, shall have the authority to do any of the following upon review of an appeal:
 1. Sustain the previous decision including the penalty imposed,
 2. Sustain the previous decision but impose a greater or lesser penalty,
 3. Remand the case for further consideration, or
 4. Reverse the previous decision.
- (f) The Senior Student Affairs Officer shall issue a written decision within ten (10) class days after the appeal is filed by the student.
- (g) The decision of the Senior Student Affairs Officer is final.

(7) Student Organization Disciplinary Procedures.

Sanctions against Student Organizations. Any registered student organization may be given a warning, reprimand, placed on probation, suspension, or restriction or may have its registration withdrawn by the Dean of Students, or by a Student Affairs Administrator appointed by the Senior Student Affairs Officer. Such actions may be taken after having a hearing conducted in accordance with the procedures outlined in these rules for disciplinary procedures. In the case of Withdrawal of Registration of an organization, the procedures to be used will be the contested case provisions of the Tennessee Uniform Administrative Procedures Act, unless those provisions have been waived in writing by an authorized representative of the student organization. Such action may be taken for any one of the following reasons:

- (a) The organization fails to maintain compliance with the initial requirements for registration.
- (b) The organization ceases to operate as an active organization.
- (c) The organization requests withdrawal.
- (d) The organization operated or engaged in any activity in violation of the policies, rules, and regulations of APSU, of any governing body of federal or state laws.

Authority: T.C.A. §§ 4-5-101 et seq. and 49-8-203.



Agenda Item: C.ii.

Date: December 1, 2017

Subject: Approval of the October Revised Budget for Fiscal Year 2017-18

Action Recommended: Approval by Roll Call Vote

Background Information:

Board Policy 1:022 *Budget Principles and Control* recognizes budgeting as the process whereby the plans of the University are translated into an itemized, authorized, and systematic plan of operation, expressed in dollars, for a given period. This policy also recognizes that a budget is a plan and that circumstances may necessitate revisions or changes to the original plan from time to time. In view of this, the University submits detailed budgets for approval three times each fiscal year.

The Board will consider the October 2017 revisions to the 2017-2018 budget for the University. The original budget for fiscal year 2017-2018 was developed by the University in the spring of 2017 and was submitted to TBR in May 2017. As such, this budget included a variety of estimates. The University's budget submission was the basis for the Board's May 2017 approval of the initial FY 2017-2018 operating budget (the "Proposed Budget"). The October Revised Budget is based on more recent information, including recognition of the impact of fall enrollment, and includes the effect of revisions from the approved Proposed Budget.

Proposed Implementation Date: October 2017

Item Details: See attached.

Austin Peay State University
Comparison of Proposed Budget and Revised Budget
Fiscal Year 2017-2018

Revenues

| Education and General | Proposed Budget | Revised Budget |
|---|------------------------|-----------------------|
| Tuition and Fees | \$ 81,044,800 | \$ 82,399,400 |
| State Appropriations | 43,695,500 | 44,621,700 |
| Grants and Contracts (IDC) | 150,000 | 225,000 |
| Sales and Services of Other Activities | 6,657,700 | 7,096,900 |
| Other Sources | 313,700 | 384,700 |
| Auxiliary Enterprises | | |
| Sales & Services of Auxiliary Enterprises | 13,421,000 | 13,463,000 |
| Total Revenues | \$ 145,282,700 | \$ 148,190,700 |

Expenditures and Transfers by Function

| Education and General | Proposed Budget | Revised Budget |
|------------------------------------|------------------------|-----------------------|
| Instruction | \$ 59,584,600 | \$ 61,145,500 |
| Research | 556,400 | 648,800 |
| Public Service | 343,300 | 396,700 |
| Academic Support | 9,505,200 | 9,260,400 |
| Student Services | 25,612,500 | 22,419,300 |
| Institutional Support | 11,763,900 | 12,453,700 |
| Operation and Maintenance of Plant | 14,165,900 | 14,181,200 |
| Scholarships and Fellowships | 7,044,900 | 11,237,700 |
| <u>Transfers</u> | | |
| Principal and Interest | 3,450,000 | 2,800,000 |
| Renewal and Replacement | 235,000 | 235,000 |
| Other Funds | (400,000) | 296,400 |
| Auxiliary Enterprises | | |
| Expenditures | 6,951,900 | 6,998,600 |
| <u>Transfers</u> | | |
| Principal and Interest | 4,488,500 | 4,488,500 |
| Renewal and Replacement | 1,580,600 | 1,575,900 |
| Other Funds | 400,000 | 400,000 |
| Total Expenses | \$ 145,282,700 | \$ 148,537,700 |

Expenditures and Transfers by Natural Classification

| Education and General | Proposed Budget | Revised Budget |
|------------------------------|------------------------|-----------------------|
| Salaries | \$ 66,873,800 | \$ 67,254,100 |
| Employee Benefits | 26,324,200 | 27,632,300 |
| Operating Expenses | 35,378,700 | 36,856,900 |
| Transfers | 3,285,000 | 3,331,400 |
| Auxiliary Enterprises | | |
| Salaries | 1,524,500 | 1,556,100 |
| Employee Benefits | 415,300 | 418,200 |
| Operating Expenses | 5,012,100 | 5,024,300 |
| Transfers | 6,469,100 | 6,464,400 |
| Total Expenses | \$ 145,282,700 | \$ 148,537,700 |



Agenda Item: C.iii.

Date: December 1, 2017

Subject: Approval of Campus Facilities Master Plan

Action Recommended: Approval by Roll Call Vote

Background Information:

This is the final briefing on the Campus Facilities Master Plan update. The previous master plan was completed by Dober Lidsky Mathey and approved by the State Building Commission in 2013. APSU has engaged their services again in order to reflect new campus priorities and the acquisition of over ten acres to the Clarksville campus footprint.

Proposed Implementation Date: Spring 2018

Item Details:

The Board received an update on the Mater Plan at September 15, 2017 Board meeting. This is the presentation of the completed Master Plan.



Revised 2017
CAMPUS PLAN



AP **Austin Peay**
State University



Revised 2017
CAMPUS PLAN



AP Austin Peay
State University

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Section One

EXECUTIVE SUMMARY

Section One

EXECUTIVE SUMMARY

This campus plan is an update to the original campus plan that was prepared in 2013. It reflects the change in land ownership, the direction set by a new president and administration, and the development of a University Strategic Plan.



2015 – 2025 Vision Statement

APSU’s vision is to create a collaborative, integrative learning community, instilling in students habits of critical inquiry as they gain knowledge, skills and values for life and work in a global society.

The Strategic Plan has been instrumental in guiding the discussions and direction of this revised campus plan. Input from the many APSU constituents who have participated in the planning process is reflected in the plan. The plan provides a framework for decision making that includes descriptions of context, land use, building use, topography, pedestrian and vehicular circulation and parking, landscape, campus design, development constraints and opportunities, and sequence.

Please refer to **Drawing 1.1: Concept Plan** on page 5. The Campus Plan described in this report is summarized here by brief descriptions of key proposed projects listed by location and not in any priority.

Drawing 1.1 Site Number Key

A. Construct a Health Professions Building on Eighth Street north of Maynard Mathematics and Computer Science building. The Health Professions building will consolidate the School of Nursing, the departments of Allied Health, Psychological Science and Counseling, the offices for Health and Human Performance, and Social Work. The building will also provide active learning classrooms and collaborative learning spaces.

B. Upon completion and occupancy, the Health Professions Building will free-up space in four buildings: McCord, Sundquist Science, Clement, and Dunn—a total of 35,000 net assignable square feet. Adjacent academic departments will, if needed, expand into the vacant space that will be renovated to meet their needs.

C. Expand and renovate the Woodward Library to reflect the changing nature of collegiate libraries and to be a more student-centered resource including various venues and formal and informal small group work areas and collaboration spaces. The Student Success Center can be combined with the expanded library.

The Student Success Center provides peer tutoring, community tutoring, the Writing Center for individual assistance with any paper for any class, and various workshops and structured learning assistance. This academic resource should be centrally located—integrated with the library would be ideal. Two other possible locations to consider, both also centrally located: the proposed general purpose academic classroom building and the vacated space in the Harvill Bookstore building.

D. It is clear that APSU is at classroom capacity and as enrollment increases, the situation will only worsen. Construct a general purpose academic building with various classrooms, informal student collaboration spaces and support. Depending on the timing for this building, the Student Success Center might be incorporated in this academic building instead of the expanded library. Demolish Marks, an inappropriate support building in poor condition. Middle College, in Marks, could relocate to the new Academic Building or in space vacated by the departments moving into the Health Professions Building.

E. Reserve a large site across College Street adjacent to the campus for a mixed-use development to be created as a possible public private partnership (P3). This significant site located at the edge of the Clarksville city center, adjacent to the campus, will create a connection between the two.

F. The Harvill Bookstore building will become vacant when the bookstore relocates across College Street to the corner of College and 4th streets. There are a number of options for the reuse of this strategically located building: dining (the building was once the dining hall), post office, lounge, offices for dining services, the Honors program, or the Student Success Center. The building is right in the heart of the University—the focus of Student Life.

G. If the University continues to grow its enrollment as it has in the recent past, an assessment of APSU’s student housing and dining resource should be conducted to help the University make a rational plan for moving forward. This assessment is particularly important given the possibility of a P3 development across College Street.

A critical evaluation of student dining and a careful review of the various venues presently in operation on campus should be part of this assessment. There are seven venues available on campus, including the cafeteria and food court in Morgan, Sundquist, Subway, Terrace, Starbucks, and the Foy Center. Only after a careful housing/dining study, can the University make a rational, data-driven choice and avoid an ad hoc decision. It is recommended that a focused housing and student life master plan be developed.

H. Expand surface parking throughout the campus on existing lots through minor adjustments to the sites and through careful redesign and restriping to improve capacity. No longer cutting edge are pay-by-phone apps for metered parking on campus. Although it is not needed now, at some point in the future, when enrollment targets are met, the University will need to decide whether to pursue the creation of a parking structure. One of several existing parking lots could become the site of a structure that has the capacity of 250 to 500 cars. In the meantime,

parking across College Street, and parking on select streets such as Marion and Drane will meet the needs.

I. Pedestrian circulation improvements include transforming Browning Drive and portions of Henry street from vehicular to pedestrian use while emergency and service vehicles will still have access. Closing both to traffic will create a truly pedestrian zone in the core of the campus. Closing Henry Street creates an opportunity to fully incorporate the new Art and Design building, the Trahern building, and the associated green space with the campus core.

J. Marion Street improvements include widening the pedestrian pathways, adding street trees, and landscaped beds. As a city street, any improvements will require approval from the city of Clarksville.

K. Expand the Winfield Dunn Center to include a practice gymnasium. Complete the Baseball Park that has been recently planned and designed.

L. Expand the Foy Fitness Center to provide additional venues for recreation and clubs.

M. Develop traffic calming initiatives along College and Marion streets in coordination with the city of Clarksville. The intersection of 4th and College should also be redesigned to improve pedestrian safety and eliminate vehicular conflicts. As a City street, this too, will require coordination with the city of Clarksville.

N. A critical question to consider as the campus expands southward is how will the University overcome the barrier of College Street in its current form? As the University grows in response to its Strategic Plan, College Street will not only be a major city street but a campus street as well. Four options of varying complexity have been created to address the challenge at the intersection of College Street and University Avenue.

The least complex approach would be to improve the existing pedestrian crossings at the intersection of College and University. Travel lanes for vehicular traffic would be narrowed to 10 feet in width to encourage slower travel speeds. Landscaped pedestrian refuges would provide a safe location to rest for individuals with mobility issues. Sidewalks and bicycle lanes will provide improved accommodations over the current design. Brick paving can be utilized to communicate the unique nature of the space.

Another options is an elevated Square Crosswalk that utilizes separated bridges to eliminate conflicts between pedestrians and vehicles. Bridges are accessed by towers containing stairwells and elevators for individuals with mobility issues. A related option is an elevated circular crosswalk which eliminates one tower. The remaining tower, located in the historic quad, doubles as a clock tower adding a focal point to the unique character of the space.

Drawing 1.1:
CONCEPT PLAN



CONCEPT
CAMPUS PLAN 2017

- A** New Health Professions Building
- B** Renovate Vacated Space for Academic Departments
- C** Renovate/Expand Woodward Library
- D** New General Academic Building
- E** Reserve Site for Mixed Use Development Possibly a Public/Private Partnership
- F** New Student Life Venue in renovated Harvill
- G** Student Housing/Dining Study should be launched
- H** Expand Surface Parking throughout Campus
- I** Make Browning Drive and a portion of Henry Street Pedestrian
- J** Marion Street Improvements, Landscaping
- K** Expand Winfield Dunn Center, construct Baseball Facility
- L** Expand Recreation at the Foy Fitness Center
- M** Campus Gateways and Street Calming
- N** Redesign the crossing at College & University to improve visibility and safety



Section Two

BACKGROUND

PLANNING PROCESS

MISSION, VISION, AND PRIORITIES

CAMPUS ANALYSIS

- Topography
- Predominant Use
- Pedestrian Circulation
- Parking and Vehicular Circulation
- Students in Residence
- Campus Landscape

CLASSROOM USAGE

OFFICES

PEER COMPARISONS

PROJECTIONS

UNIVERSITY PROPERTY - POTENTIAL AND OPPORTUNISTIC LAND ACQUISITION

Section Two

BACKGROUND

Austin Peay State University (APSU) is located in Clarksville, Tennessee. The school is named after former Tennessee Governor Austin Peay. Austin Peay is a four-year public university offering over 56 majors and 63 different concentrations. Austin Peay State University also owns and leases satellite facilities for the Austin Peay Center at Ft. Campbell located in Ft. Campbell, Kentucky.

The University began as Austin Peay Normal School when it was created as a two-year junior college and teacher-training institution by Act of the General Assembly of 1927, and named in honor of Governor Austin Peay. Limited in purposes and resources initially, the school gradually grew in stature over the years to take its place among the colleges and universities under the control of the State Board of Education.

In 1939 the State Board of Education authorized the school to inaugurate a curriculum leading to the Bachelor of Science degree. By Act of the Tennessee Legislature of February 4, 1943, the name of the school was changed to Austin Peay State College. In 1951 the State Board authorized the College to confer the Bachelor of Arts degree and, in 1952, to offer graduate study leading to the degree of Master of Arts in Education. The State Board of Education conferred university status on the College in 1966 and in 1967 the State Board of Education authorized the University to confer the Master of Arts and the Master of Science degrees. The following year associate degrees were approved.

The State Board of Education relinquished its governance of higher education institutions to the Tennessee State Board of Regents (TBR) in 1972, and in 1974 the TBR authorized the Bachelor of Fine Arts and the Education Specialist Degrees. The Bachelor of Business Administration degree was approved as a replacement for traditional B.A. and B.S. degrees in various fields of business and the Bachelor of Science in Nursing degree was approved in 1979. The TBR approved the Master of Music degree and Master of Arts in Education in 1983, and in 2001 authorized the Bachelor of Professional Studies.

An extension of Austin Peay State University’s main campus is located at Fort Campbell, Kentucky, known as the Austin Peay Center at Fort Campbell.

In December 2015, Governor Bill Haslam announced plans to change the state’s public higher education system by creating independent governing boards of trustees for the six universities currently managed by the Tennessee Board of Regents. Each of the universities would have their own local boards and be able to set tuition rates, approve budgets

and set priorities independently. TBR would continue to manage the state’s network of community colleges and technical institutions. This revised campus plan is the first for APSU under this new governance.

PLANNING PROCESS

The planning process at Austin Peay State University involved many stakeholders in open meetings, department meetings, and one-on-one meetings.

The project’s primary consultant was DOBER LIDSKY MATHEY (DLM). Landscape, open space, circulation, and storm water analysis were addressed by Lose & Associates, Inc.

There were five steps, which are described graphically in Diagram 2.1. The foundation for the planning was an understanding of the University’s mission and vision. Preliminary assumptions were identified based on these factors.

The first step was a review of the University’s mission and the articulation of planning assumptions. Projected changes in enrollment, staffing, and curriculum were factored into the planning. One key factor is the target for enrollment growth: 15,000 head count, which translates to 11,750 full time equivalent (FTE) students. The 15,000 student target includes various categories of students, including online students and dual enrollment students who aren’t physically present on campus and will not have an impact on the facilities, operations, and services that “on the ground” students will have. The target for the number of students who will be physically present on campus is 12,400 head count and 8,960 FTE students.

Concurrently, an assessment and analysis of the campus was conducted for both site and buildings and of the environs. The University provided a campus base map that indicated paths, streets, topography, building locations, and University-owned property. The base map is an essential tool for campus planning and should be kept up-to-date as plans are implemented.

Diagram 2.1





Facility needs were then defined and alternative concept plans developed. The Campus Plan is a synthesis of the various concept plans that were explored.

There were two main committees that guided the campus plan: an Executive Committee and an Advisory Committee. In addition, four task forces were created to focus on specific areas of need at the University including Learning Spaces, Parking, Student Residences and Dining, and Athletics and Recreation. Meetings were held with deans, faculty, staff, and students. The membership of the two committees were:

- **Executive Committee**
 - Alisa White / President
 - Rex Gandy / Provost and Vice President for Academic Affairs
 - Mitch Robinson / Vice President for Finance and Administration
 - Sherryl Byrd / Vice President for Student Affairs
 - Derek van der Merwe / Vice President for Advancement, Communication & Strategic Initiatives
 - Danelle Whiteside / General Counsel and Secretary to The Board
 - Carol Clark / Executive Assistant to the President for Community and Government Relations
 - Ryan Ivey / Athletic Director
 - Tucker Brown / Faculty Senate President
 - Ryan Millard / Staff Senate President
 - Ryan Honea / Student Government Association President
- **Advisory Committee**
 - Marc Brunner / Director of University Design & Construction
 - Lynne Crosby / Vice Provost / Associate Vice President for Academic Affairs
 - David Denton / Dean of the College of Behavioral & Health Services
 - Carlette Hardin / Dean of the College of Education
 - Tom Hutchins / Director of Physical Plant Operations
 - Joe Mills / Assistant Vice President of Student Affairs / Director of Housing, Residential Life, and Dining Services
 - Judy Molnar / Associate Vice President for Information Technology
 - Charles Moses / Interim Dean of the College of Business
 - Cindy Taylor / Interim Executive Director of the APSU Center at Fort Campbell
 - Jaime Taylor / Dean of the College of Science & Mathematics
 - Dixie Webb / Dean of College of Arts & Letters

MISSION, VISION, AND PRIORITIES

Underlying all campus planning is an institution’s mission, vision for the future, and stated values. APSU’s mission is to provide opportunities that support regional needs.

APSU Mission Statement

“Austin Peay State University is a comprehensive university committed to raising the educational attainment of the citizenry, developing programs and services that address regional needs, and providing collaborative opportunities that connect university expertise with private and public resources. Collectively, these endeavors contribute significantly to the intellectual, economic, social, physical, and cultural development of the region. APSU prepares students to be engaged and productive citizens, while recognizing that society and the market place require global awareness and continuous learning. This mission will be accomplished by:

- Offering undergraduate, graduate, and student support programs designed to promote critical thinking, communication skills, creativity, and leadership;
- Expanding access opportunities and services to traditional and nontraditional students, including the use of multiple delivery systems, flexible scheduling, and satellite locations;
- Promoting equal access, diversity, an appreciation of all cultures, and respect for all persons;
- Serving the military community at Fort Campbell through complete academic programs;
- Providing academic services that support student persistence to graduation;
- Fostering a positive campus environment that encourages active participation in university life; and
- Developing programs (credit and noncredit), conducting research, and providing services that contribute significantly to the quality of life, learning, and workforce development needs of the region.”

The University’s vision focuses on interdisciplinary teaching and learning to gain the tools needed for living in a global economy.

Vision Statement

“APSU’s vision is to create a collaborative, integrative learning community, instilling in students habits of critical inquiry as they gain knowledge, skills, and values for life and work in a global society.”



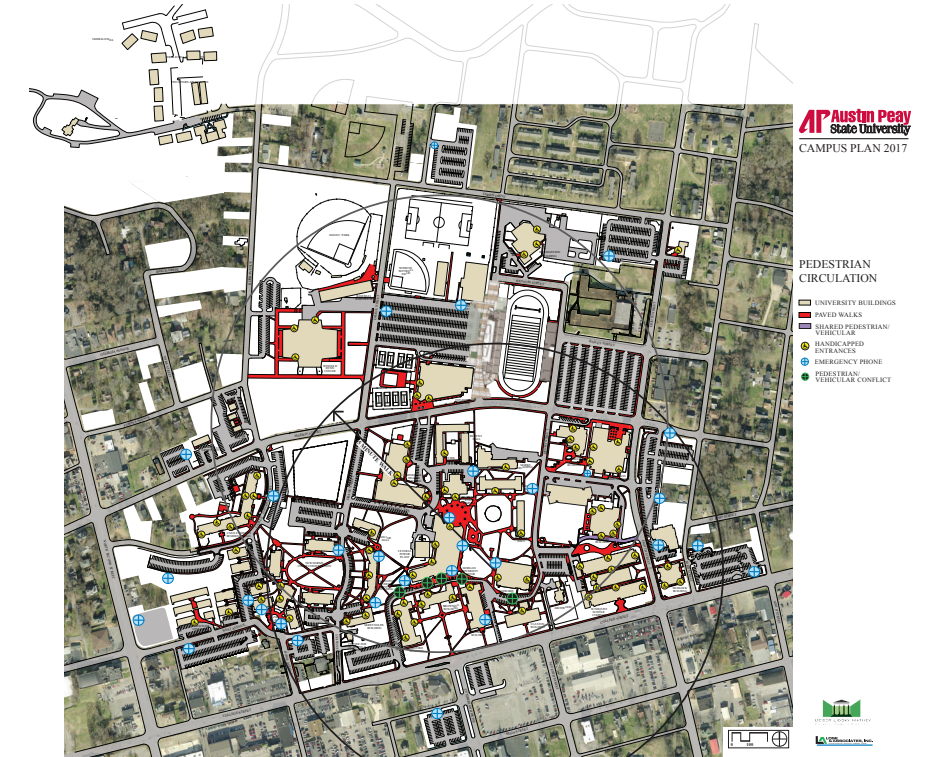
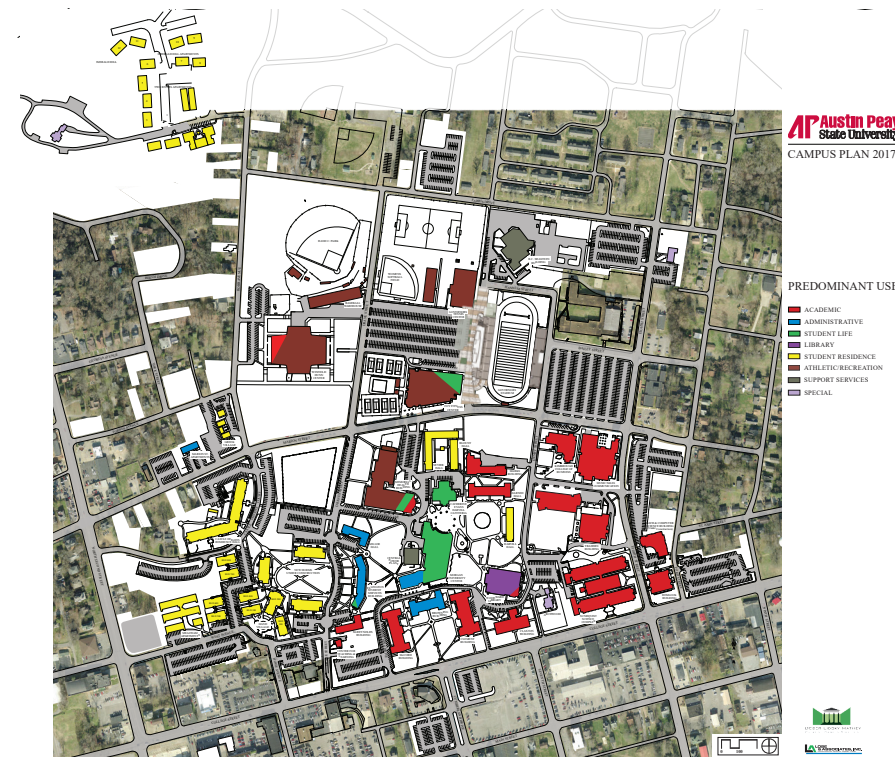
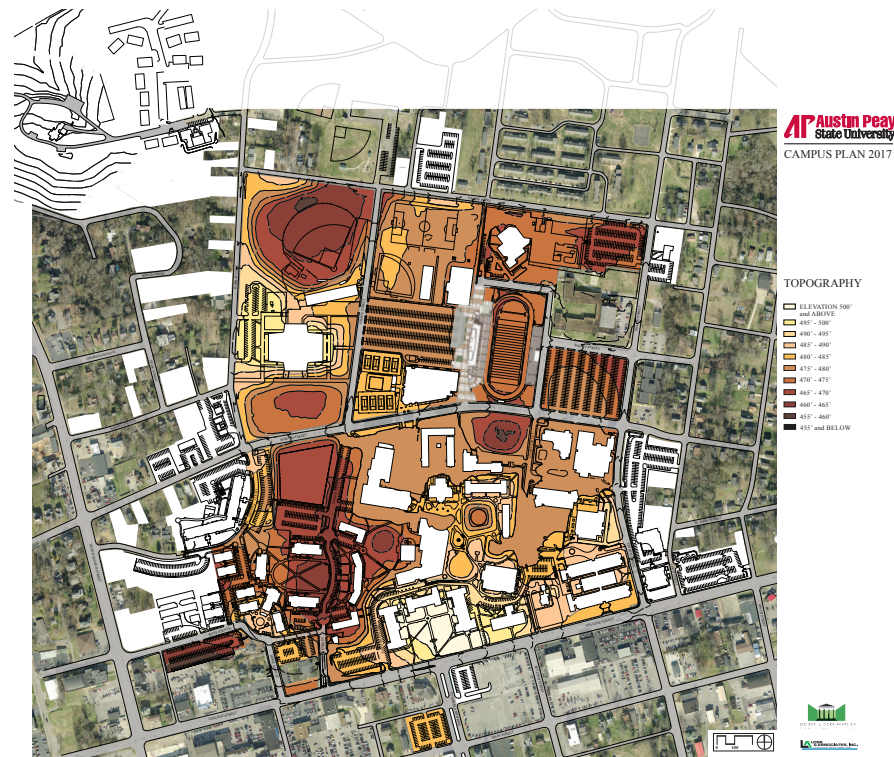
To achieve the APSU’s vision, the University 2015-2025 Strategic Plan focuses on five strategic goals:

- Grow Enrollment – as stated earlier, the target is 15,000 student head count.
- Enhance Student Success: Retention, completion, and workforce preparedness
- Sustainability
- Expand Diversity
- Communication, Branding, and Strategic Planning

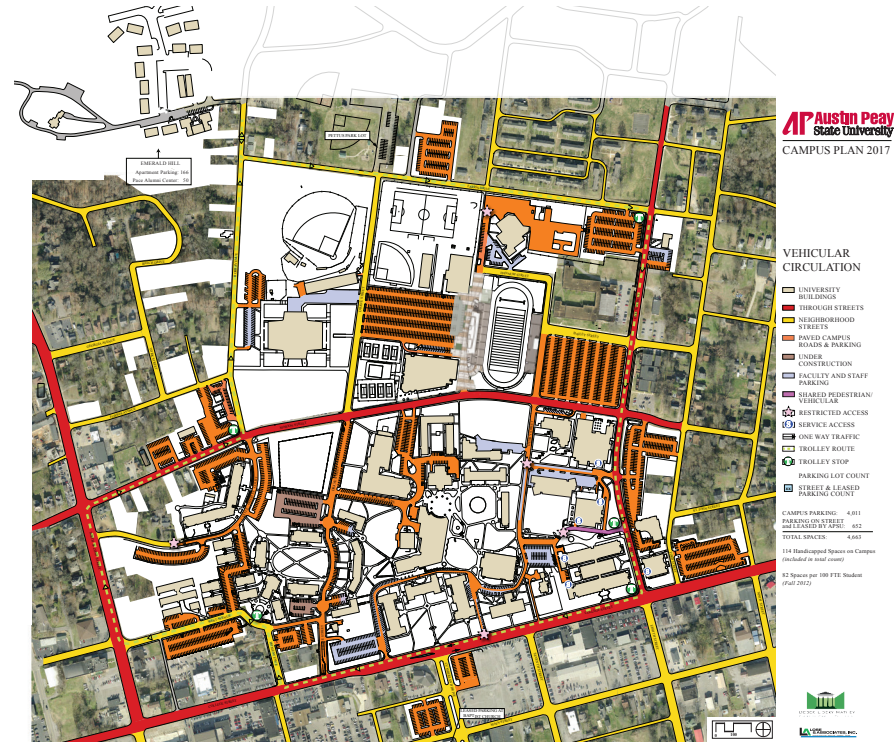
CAMPUS ANALYSIS

The six drawings on the next page; **Drawing 2.1**, summarize the analysis of the physical campus that is an essential part of the planning process and include: Topography, Predominant Use, Pedestrian Circulation, Parking & Vehicular Circulation, Students in Residence, and Campus Landscape

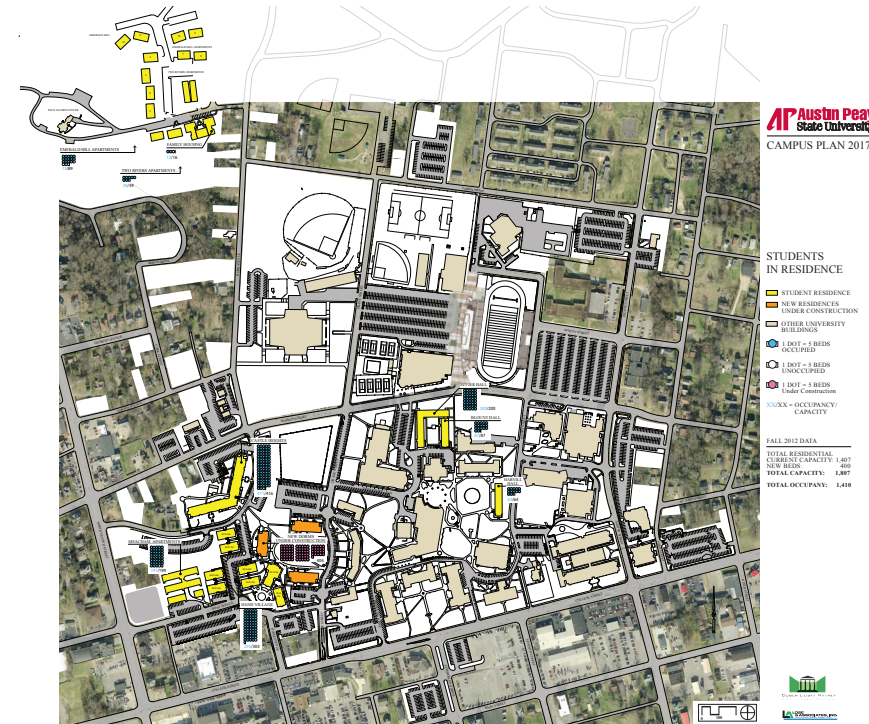
Drawing 2.1: Six Analysis Drawings



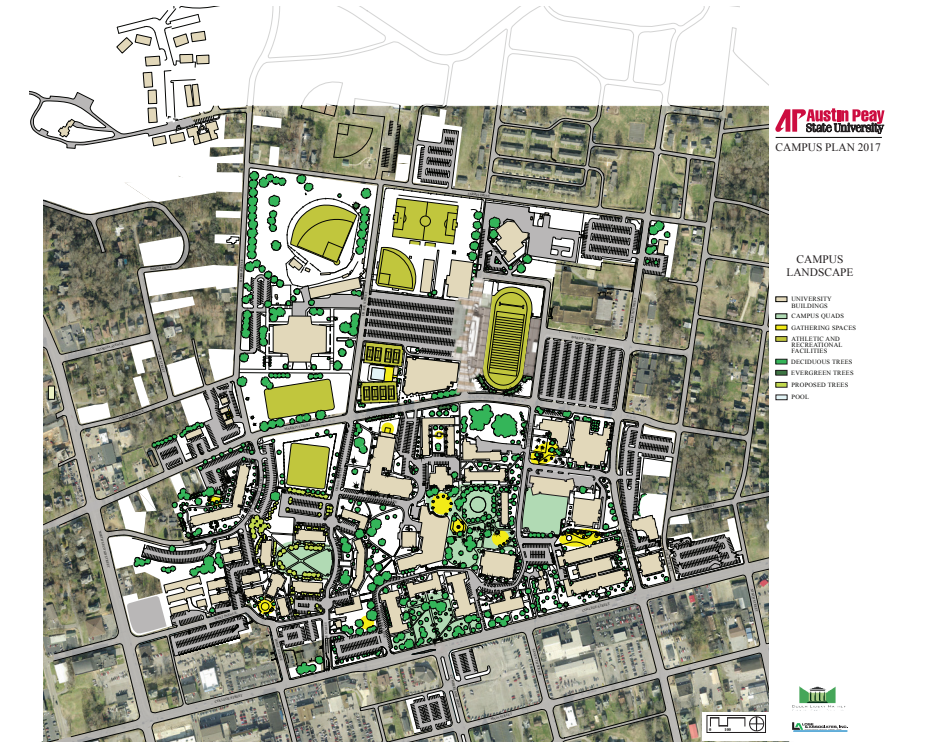
PARKING and VEHICULAR



(Housing Capacity: 1,817) STUDENTS IN RESIDENCE



LANDSCAPE



TOPOGRAPHY

This drawing illustrates the range of topographic elevations on the campus. Darker colors indicate lower elevations and lighter indicate higher elevations. Each color gradation represents a five foot change in grade. The closer the bands of color are to each other, the steeper the slope.

The topography is somewhat varied across this campus, with a difference of more than 45 feet from the highest to the lowest elevation. The campus is also characterized by several karst features found at the lowest elevations across campus. These karst features are shown, in very dark brown, north of the Baseball Warehouse building, the north side of the Marks Building, and south of West Avenue across from the Meacham Apartments. Another area with a large depression is located west of the Memorial Health Building, aligning with Drane Street and continuing south to the McReynolds Building. The highest elevations are adjacent to the lowest and this occurs in two areas where there is a difference of 45 or more feet—the quadrangle surrounded by McCord, Browning, and Clement and the area surrounding the Dunn Center.

Most of the academic buildings are located on relatively higher and flatter elevations.

Austin Peay State University has received its Notice of Coverage from the State of Tennessee to operate as a Small MS4 with an effective date of July 2012. This permit requires the University to meet certain water quality requirements for stormwater discharges. Compliance is to be accomplished in a phased approach, including education and outreach, public involvement, illicit discharge detection and elimination, construction site runoff control, permanent stormwater treatment, and pollution prevention.

The University has prepared an Internal Stormwater Management Plan, which is available on the APSU website and describes each phase of the MS4 permit along with a timeline for implementation. The University should continue to focus on development of a permanent water quality BMP that is suitable for the campus and its unique drainage characteristics.

Most of the stormwater on campus is conveyed across paved surfaces or contained within stormwater conveyances and eventually transferred to the City of Clarksville's stormwater system and ultimately to the Red River. The Red River is listed on the State of Tennessee's 303D impaired stream list and therefore additional water quality measures should be enforced to improve water quality in the river. A small portion of the University in the southwest quadrant of the campus drains to the city's combined sewer system.

The area behind and adjacent to Meacham Apartments should continue to be studied by qualified professionals in order to minimize/eliminate the frequency of flooding, improve overall aesthetics, improve water quality, and limit safety concerns with the pond.

Improving the drainage at Meacham Apartments could consist of improving the pond to be an amenity for the campus and surrounding properties. However, as a minimum, the following improvements should be considered:

- pump down the pond and clean out debris and trash
- install stormwater injection well or stormwater pumping station
- construct a forebay upstream of the pond to capture large debris and trash that would allow for easier cleaning and maintenance of the pond
- construct a flood wall to protect Meacham Apartments
- reduce the amount of impervious area draining to the pond by introducing pervious pavement, rain gardens, bio-retention, cisterns, and other de-centralized infiltration techniques to reduce the amount of stormwater runoff and improve water quality to the pond
- the University must consider the karst topography prevalent on campus and location of an infiltration type BMP in relation to buildings

All storm inlets around campus should have pedestrian- and bicycle-friendly grates. Several inlets were noted during site observations to have grate openings parallel to travel areas that are hazardous to bicycles. Most of the dumpsters on the campus are not screened and appear to drain across paved surfaces to the storm system. The University should consider implementing a solid waste policy for their dumpsters in which all dumpster drains connect to the sanitary sewer systems, or require dumpster drains to remain permanently plugged to reduce the leaking waste to storm systems. Several of the stormwater outfalls around campus do not have adequate outlet protection and scouring is occurring at the end walls. Outlet protection at all outfalls should be provided to minimize erosion and scouring at the discharge locations. Guidance for sizing rip-rap outlet protection is provided by TDEC. In general, the campus should avoid draining parking lots at grade across sidewalks and into streets, and should require that impervious surfaces be treated for water quality and subsequently picked up in stormwater conveyances. Building downspouts should also be picked up in an underground system and piped to a selected discharge location to minimize the risk of future water intrusion and foundation concerns.

Austin Peay State University should consider conducting a campus-wide stormwater management study to improve the drainage and water quality on campus, limit the impacts of flooding, identify critical storage areas, and provide recommendations on the most appropriate permanent stormwater quality BMP to implement on campus.

PREDOMINANT USE

Predominant use of campus buildings are shown. The campus buildings are color-coded in eight distinct categories. The distribution of buildings is for the most part in the southern area of campus, located on the higher elevations, and consist of academic, library, administrative, student life, and residential. The northern area of campus contains predominantly athletic facilities, play fields, and parking.

Academic buildings, colored red, are found predominantly in the southern area of the campus—along the south edge on College Street, the southeast area on Eighth Street, and in the campus core.

In the southwest area of campus are McReynolds and the Center for Teaching and Learning, each accessed by Drane Street. The McCord and Clement buildings are located on College Street and are each accessed by Browning Drive. Sundquist Science Complex is located on the corner of College and Eighth streets and the Technology Building is located on the opposite corner on College. The Maynard Math and Computer Science Building is just north of the Technology Building on Eighth Street. The Margaret F. Trahern Building is situated just to the north of Sundquist and the Music/Mass Communication and Kimbrough buildings are just to the north of Trahern. West of Kimbrough are two academic buildings in the campus core, Marks and Harned halls. There is also an academic presence in the Woodward Library, the Dunn Center, and Memorial Health, which houses Honors. To the west of Trahern is the new Art and Design building that opened this year.

The Woodward Library is situated in the campus core and is colored purple.

Administrative use is shown in blue and is predominantly located near the campus core. The Browning Building houses executive offices, among other administrative functions, and is located on College Street, accessed by Browning Drive. Miller Hall is west of the campus core and is partially used by Auxiliary Services and Academic Administration. Ellington Building is a mixed-use facility with administrative functions and lies north and northwest of Browning. The Shasteen Building, found on the north edge of campus, is a University support facility which houses the University Police Department.

Student life buildings are green and most are located in or near the campus core. Situated in the campus core is the Morgan University Center, which serves as the student center and houses several dining venues, student gathering areas/lounges, and a convenience store. Also in the campus core is the Catherine Evans Harvill Building, which contains the campus bookstore and a dining venue. Memorial Health is a mixed-use facility with intramural recreational activities, ROTC, and the Honors Program.

The Student Health and Counseling Center is in the Ard Building across College Street. The Foy Fitness Center is a mixed-use facility and is found just outside the core on the north side of Marion Street.

Student residences are shown in yellow and are predominantly located in the southwestern area of campus, and four are located near the campus core. On the northwest edge of the campus, an area known as Emerald Hill contains married/family student apartments and is transitioning to upper class housing as well.

The northern area of campus contains predominantly athletic facilities, play fields, and parking, and the facilities are shown in brown. The Memorial Health Building in the campus core contains athletic uses as well as the Dunn Center and Foy Fitness Center north of Marion Street. Other athletic facilities include the Baseball Warehouse and associated field facilities directly north of the Baseball Warehouse. North of the Foy Fitness Center are the Governors Tennis Center, soccer and softball field facilities. West of Foy includes the pool and its facilities. East of Foy is the football venue, Fortera Stadium. The only dedicated intramural field is located south of the intersection of Marion Street and Drane Street.

Special facilities are shown in lavender and include Archwood, the University president’s residence, located on College Street, and the Sexton Building on the northeast corner of the campus, which houses a children’s daycare operation. The Pace Alumni Center is found on Emerald Hill to the northwest.

The campus’s central power plant is found in the central southern portion of campus. The Shasteen Building is located on the north edge of the campus and is used presently by the campus Police Department.

PEDESTRIAN CIRCULATION

Paved surfaces that are used exclusively for pedestrian walkways and outdoor gathering places are shown in solid red. Shared pedestrian and vehicular use is shown in purple.

The circle superimposed on the map represents a five-minute walking distance from the center to the outer edge, based on a walking rate of three miles per hour. The circle is centered on the Woodward Library entrance, the center of academic activity. Distances between buildings within the circle can be walked in 10 minutes or less. This measure is the usual break between two consecutive classes. Most University buildings are within ten minutes from the library. A second circle of the same diameter shown in gray demonstrates that most of the entire campus lies within it; this implies that the campus can be walked in about ten minutes from one end to the other.

Handicap-accessible entrances are marked by a wheelchair symbol. Emergency phone locations are denoted by a blue circle with dark blue cross marks.

For an institution with an enrollment target of 15,000 head count of students, the campus is remarkably compact. The path system connects most campus buildings. However, there are significant gaps between the core and the academic buildings on the east side—notably Sundquist, Trahern, Kimbrough, and Music/Mass Communications. There is a pedestrian/vehicular conflict on Browning Drive between McCord, Browning, Clement, and Claxton buildings, and the Morgan University Center, and these are shown with a black circle with green cross marks. It should also be noted that the sidewalks along Browning Drive have been narrowed with the installation of planters, making it even more difficult for pedestrians to navigate.

PEDESTRIAN CIRCULATION IMPROVEMENTS

Additional campus improvement and expansion will necessitate intentional design improvements on specific corridors to provide a safe, comfortable and appealing experience for all users. This is true within the established campus but, is also vitally important as APSU expands south of College Street toward Main Street. The design team identified four corridors that need to be addressed. Revising accommodations for pedestrians along these corridors will allow for the University’s continued growth.

IDENTIFIED CONCERNS & OPPORTUNITIES

The design team identified two minor corridors, internal to the campus, and two major through streets that will need to be addressed as the University grows. The identified minor corridors are Browning Drive and Henry Street. These streets are of minor value to vehicular traffic except for emergency vehicles and shipments to adjacent university buildings. The major through streets identified by the design team are Marion Street, which divides academic and athletic components of the campus, and College Street, represents a major barrier to pedestrians crossing from nearby apartments. Both major through streets carry significant vehicular traffic making well designed pedestrian facilities critical.

Browning Drive

Browning Drive loops behind the McCord, Browning and Clement buildings and in front of the Morgan University Center. Vehicular traffic along Browning Drive is problematic because of the heavy pedestrian traffic around the Morgan University Center and adjacent open space. Attempts have been made to separate students from vehicular traffic by installing bollards and planters. This approach reduces the sidewalk width, undermining the effectiveness of this solution. Pedestrian activity in this area will only increase as the University grows. With this in mind, a better solution is to close a portion of Browning Drive to vehicular traffic while maintaining access for emergency vehicles and necessary deliveries. The pedestrian section of Browning would be designated by gates complementary to other entryways on campus, and distinctive surfaces should be used to communicate the specific pedestrian nature of this street.



Existing Browning Street



Gateway Example

Henry Street

A similar situation was identified on a portion of Henry Street, from north of the Woodward Library to the intersection of Joseph Street. This street has a one-way traffic pattern with a small number of angled parking spaces. Adjacent buildings and parking areas are easily accessed from Joseph Street or 8th Street. Closing this portion of Henry Street creates an opportunity to fully incorporate the new Art and Design building, the Trahern building and the associated green space with the campus core, which is currently separated by Henry Street. Closing this block of Henry Street would not pose a critical impact to vehicular circulation or building loading docks.

Marion Street

Marion Street is a collector level street that connects the campus to North 2nd Street. Marion is an important street to the University and the City of Clarksville. The current cross section of Marion Street includes two travel lanes, on-street parking stalls and six-foot sidewalks on both sides of the corridor. As mentioned earlier, Marion Street is a primary route for those attending sporting events and is a “front door” for the athletic facilities. With this understanding, the design team recommends improving the design of Marion Street by widening the current pedestrian zone to a minimum width of ten feet from the Drane Street to the 8th Street intersections. Street trees and landscape beds should be added within the pedestrian zone to further separate the vehicular and pedestrian realms while improving aesthetics and visual interest.

College Street

Perhaps the most critical question to consider as the campus expands southward is, how will the University overcome the barrier of College Street in its current form? As the University grows, College Street will not only be a major city street but a campus street as well. The design team has created four solutions of varying complexity to approach this challenge at the intersection of College Street and University Avenue.



Existing Marion Street



Improved at Grade Crossing

Improved at Grade Crossing

The least complex approach would be to improve the existing pedestrian crossings at the intersection of College and University and at 4th and College. Travel lanes for vehicular traffic would be narrowed to 10 feet in width to encourage slower travel speeds. Landscaped pedestrian refuges would provide a safe location to rest for individuals with mobility issues. Sidewalks and bicycle lanes improved at Grade Crossing will provide improved accommodations over the current design. Brick paving is utilized to communicate the unique nature of the space.

Elevated Square Crosswalk

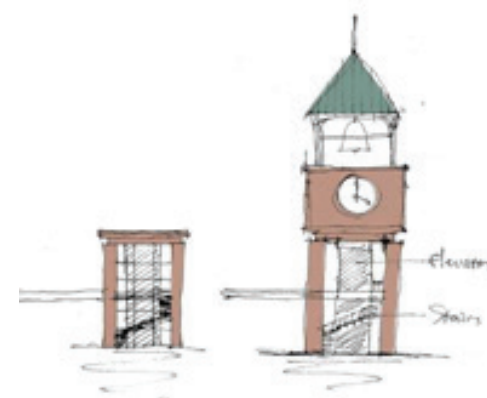
This approach utilizes grade separated bridges to eliminate conflicts between pedestrians and vehicles. Bridges are accessed by towers containing stairwells and elevators for individuals with mobility issues. This design includes an entrance plaza containing the historic gate, which would be relocated to a prominent location in the historic quad.



Elevated Square Crosswalk

Elevated Circular Crosswalk

The next design builds again off the previous concept but substitutes a circular bridge for the more common linear structures. The circular form of the bridge allows for a reduction of one elevator tower from the previous approach. One tower, located in the historic quad, doubles as a clock tower, adding a focal point which adds to the unique character of this space.



Elevated Circular Crosswalk

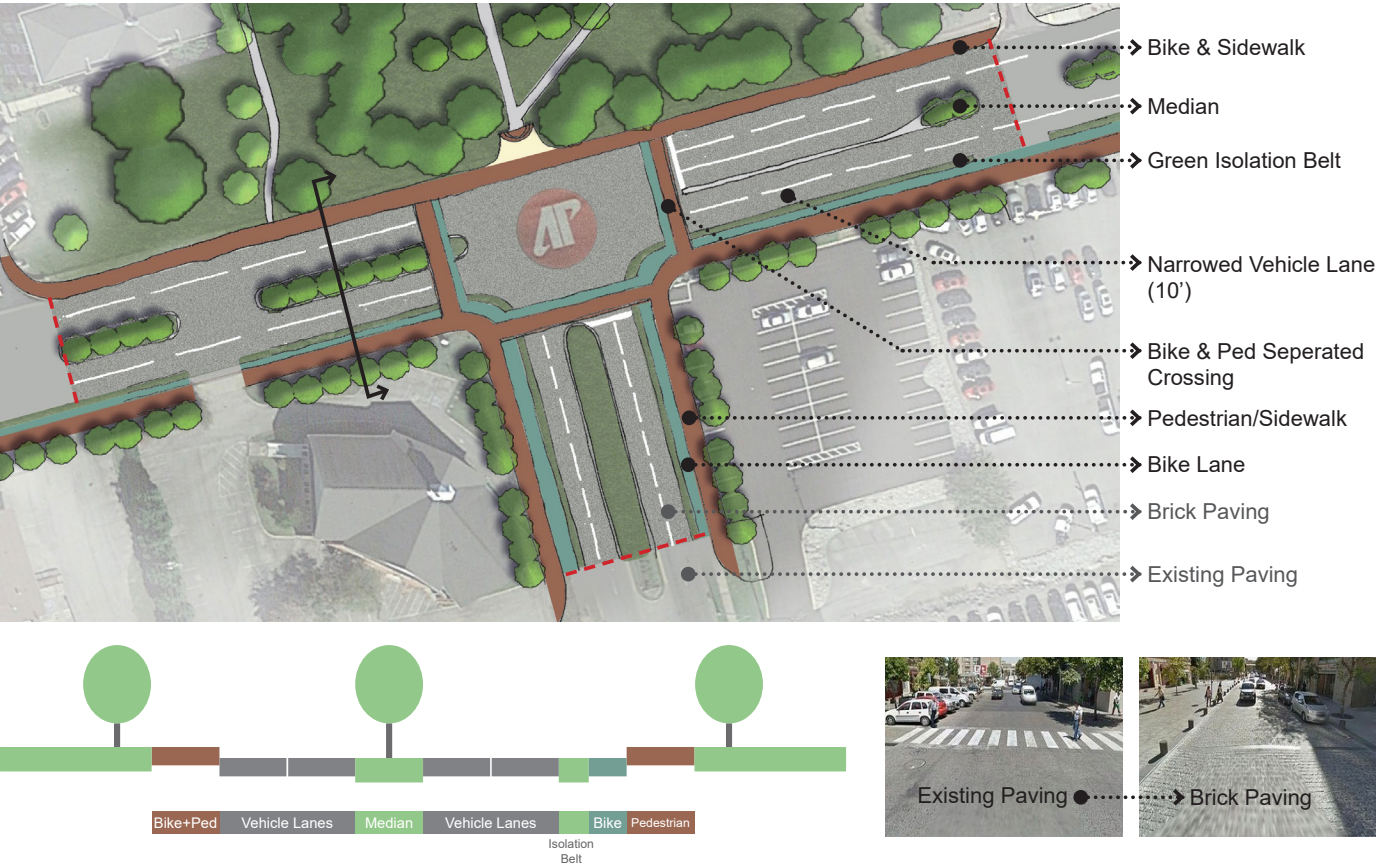


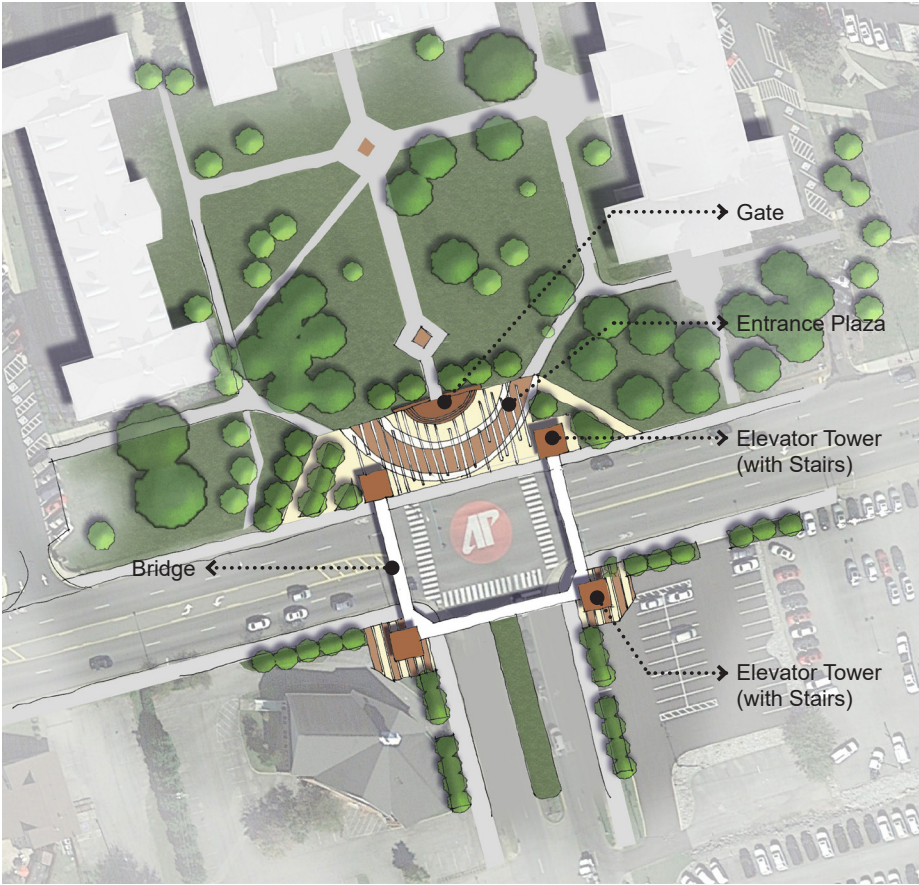
Elevated Crosswalks



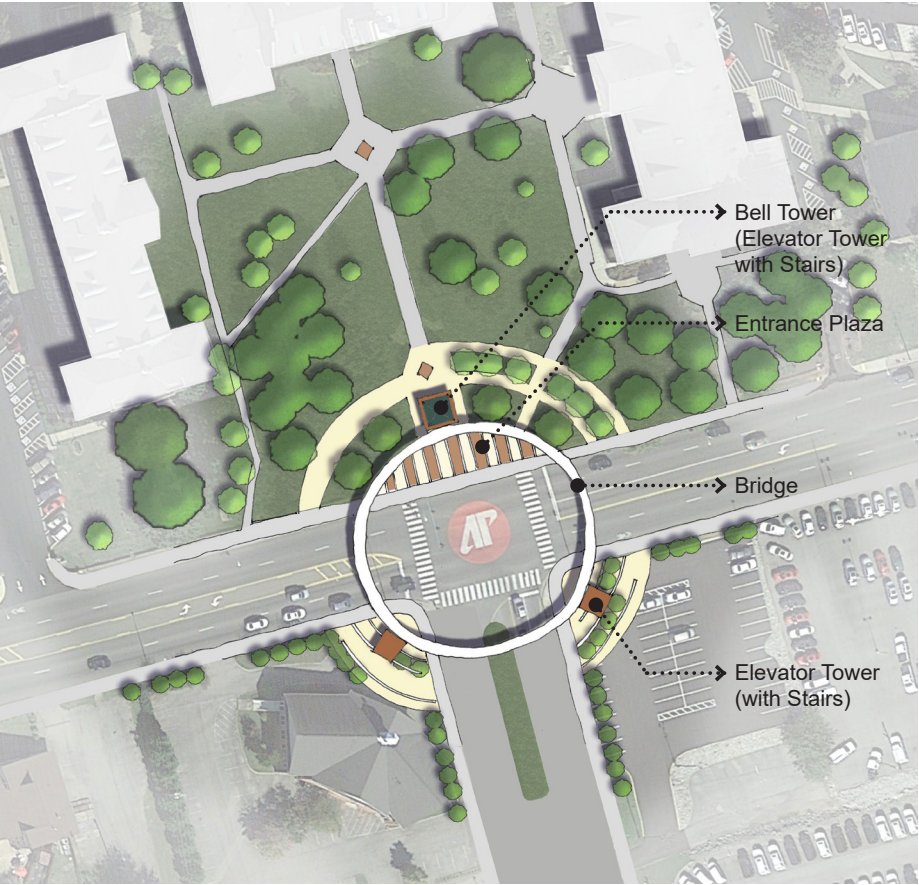
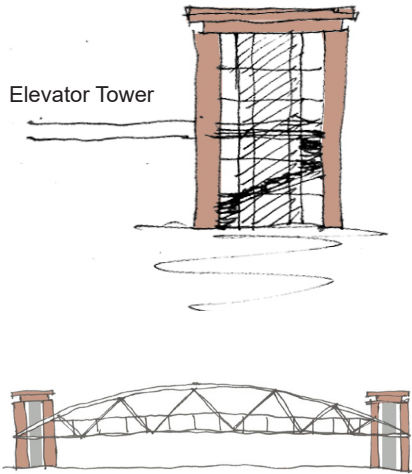
Elevated Circular Crosswalks

OPTION 1

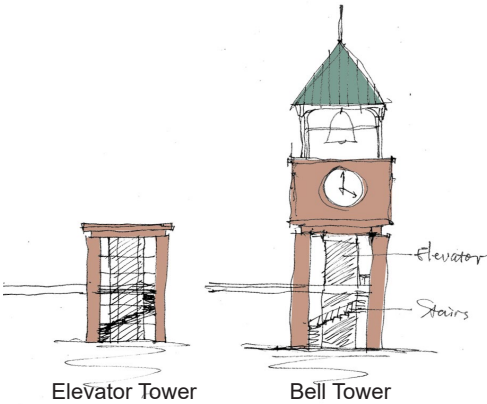




OPTION 2



OPTION 3



PARKING & VEHICULAR CIRCULATION

Vehicular circulation is shown on Drawing 2.5. The APSU Clarksville campus is located 45 minutes from Nashville in downtown Clarksville, Tennessee, and is surrounded by four major arteries—U.S. Highway #79 and #41 shown in red and two state routes, #12 and #48, colored orange. Primary accesses to the campus are College Street and North Second Street and are highlighted in red. Marion Street and Eighth Street are secondary access points, also highlighted in red. City streets within the campus and surrounding neighborhoods are indicated in yellow. Paved campus roads and student parking are shown in orange. Faculty and staff parking are indicated in magenta. Shared pedestrian and vehicular roadways are colored lavender. One-way traffic flows are indicated with black arrows drawn in the direction of the driving flow.

The area of campus with the greatest potential of pedestrian/vehicular conflicts is the one-way section of Browning Drive to Henry Street through the core of campus. Browning Drive begins on the west side of McCord and winds between Browning and the Morgan University Center, an area of heavy pedestrian traffic. It continues its course through the campus core and wraps around two sides of the library before connecting to Henry Street and continuing north. This alignment is currently open to all vehicular traffic and serves relatively few parking spaces. This provides an incentive for students, visitors, and faculty and staff to make unnecessary trips to circle through the core of campus while searching for one of the rare empty parking spaces along Browning Drive. To increase safety and promote sustainability, the University should explore alternatives that direct motorists to areas of ample parking and discourage drivers from circling through the campus searching for a close place to park. By limiting traffic on Browning Drive to only emergency and service vehicles, the University can improve safety and encourage behaviors that conserve natural resources and energy. A similar phenomenon occurs because of the 24 parking spaces along Drane Street opposite the new quadrangle and student housing. Closing the section of Drane Street to the east of the new quadrangle would discourage cut-through traffic and reduce wasted vehicular trips. These solutions would promote the University's goals for increased safety and environmental sustainability.

There are also limited areas for gathering and waiting at shuttle stops throughout campus. Shelters to protect students from inclement weather or to clearly identify a shuttle stop should be considered. To encourage greater use of the shuttle system, site furnishings and plaza spaces are needed throughout the campus.

To promote pedestrian activity and safety, reduce vehicular congestion, and achieve other environmental sustainability goals, the University should relocate most of the vehicular parking from the campus core to the periphery. This will create opportunities to redevelop surface parking lots for new campus buildings and useful and beautiful open spaces. This shift may affect the route and optimal frequency of the campus shuttle service as demand for the shuttle is likely to increase. Another related issue is the number of visitor parking spaces located in the campus core. The parking lot off Browning Drive offers few visitor parking spaces.

STUDENTS IN RESIDENCE

Approximately 1,920 students lived on campus in the fall of 2017. This drawing shows the locations of student residences and the number of beds in each building based on this data.

Student housing types include traditional, suites, and apartments. All housing is colored yellow. All other University buildings are shown in tan. Student housing is predominantly located in the southeast sector of the campus.

The occupancy is shown graphically, each dot representing five student beds, and hall quantities are shown first with capacity followed with actual occupancy.

CAMPUS LANDSCAPE

This drawing illustrates existing campus landscape elements and outdoor open space. The APSU campus is characterized by several large open areas that serve as open landscape between buildings, quadrangles and gathering spaces, and athletic and recreation fields.

In this drawing University buildings are colored tan. There are three quadrangles on campus and are highlighted in light green. The historic first quad at the APSU campus is found on the south edge of the campus on College Street and is surrounded by three of the older and iconic APSU buildings, McCord, Browning, and Clement. This area serves as the quintessential campus quadrangle, which includes the main entrance gate to the campus. This area should be preserved and sustained by maintaining the mature tree canopy, replacing canopy trees as necessary, and establishing a unifying plant palette for the understory trees, shrubs, foundation plantings, and flowering plants.

The largest quad area is found in the campus core and is surrounded by Morgan University Center, Woodward Library, Harvill and Harned halls, and the Catherine E. Harvill Building. This area has several tree-lined walkways with lawns and several lawn sculptures. This quad is adjacent to two of the largest outdoor gathering spaces on campus, as well as the Japanese-inspired garden area. These outdoor areas are well-used and act as a hub for student activity on campus. However, these areas could be enhanced by establishing a unifying design aesthetic. This could be accomplished primarily through standardizing seating, lighting, hardscape, and paving details. A unifying plant palette of native, drought-tolerant and non-invasive species should also be selected.

The third quad is found west of Ellington Building. This quad is surrounded by three new residences, and a portion of Hand Village. It provides a green space and a gathering area well-suited to this area of campus and is shown with proposed tree planting, colored lime green, in this quadrangle and in the vicinity around it.

Outdoor gathering spaces on campus are shown in yellow, and these are areas where outdoor furnishings are provided and are enhanced with landscaping, making it conducive for people to gather. These areas are found going clockwise on the north side of Sundquist, the south of Kimbrough, a patio on the north side of Memorial, the pool area west of the Foy Fitness Center, the Greek housing courtyard on Robb Avenue, the north side of Castle Heights Residence Hall, and the center of Hand Village.

The newest Quad has been created with the construction of the new Art and Design Building. It is bordered by Trahern, Harvill, Henry Street, and the Library.

Three large under-utilized open spaces represent an opportunity to enhance the beauty, function, and sustainability of the campus. These spaces are the large open space on the south side of the Winfield Dunn Center along Marion Street, the wooded lot on the southwest corner of Marion Street and Henry Street and the open space south of Governors Lane between Miller Hall, Ellington Student Services Building, and Central Power Plant. The common characteristic of these open spaces is that they are used for stormwater management for detention and/or infiltration. The Winfield Dunn Center open space is currently used for some athletic practice activities, and this capacity could be enhanced by re-grading the site and engineering the soils to drain more quickly to allow for better utilization. These improvements will provide aesthetic improvements, as well as promote a feeling of safety. The open space between Miller, Ellington, and the Central Power Plant could be further enhanced to feel more like a formal quadrangle by planting canopy trees, standardizing light fixtures, and installing seating.

There are many areas on campus where above ground utility and mechanical systems are found in lawn areas with no landscaping to screen them from view. In several areas on campus there are clusters of utility or mechanical systems that could be placed in a single large bed. This would reduce maintenance by eliminating the need to trim around each of the utility structures and provide the opportunity to improve aesthetics by adding landscaping to screen them.

Overall the landscaping in and around parking areas is sparse or non-existent. Many parking lots have no landscape islands or beds along the perimeters of the lots. Best management practices recommend trees in parking lots to add visual clues as to where travel lanes are located and to reduce the heat-island effect of the pavement. In several lots the lack of plant beds around the perimeter of lots results in vehicles pulling onto the adjacent sidewalks and impacting pedestrian travel. Another common practice is the use of large areas of rip-rap around parking lots. This creates a very unpleasant aesthetic that could easily be corrected by using landscaping or rain gardens in these areas. While it is understood parking spaces are at a premium on campus, good landscaping and best management practices to improve the overall campus environment should perhaps not be sacrificed for a few dozen spaces. Implementation of best management practices for landscaping can also benefit on-going storm water improvements on campus as noted later in this master plan.

Athletic and recreational facilities are shown in lime green. These locations are predominantly located on the north side of campus, north of Marion Street. These areas include the baseball, softball, soccer fields, tennis courts, beach volleyball, and the football stadium. A multi-use field for band practice, among other uses, is located on the south lawn of the Dunn Center. An intramural play field is the only athletic piece found south of Marion Street, just north of new residential parking area. The lawn area south of the Dunn Center also needs improvement. The installation of irrigation and resodding the area would create a much better surface for scheduled activities and pick-up activities of students.

CLASSROOM USAGE

There are 92 classrooms at APSU, representing 13 percent of the total E&G space on campus. This category includes seminar rooms, classrooms, and auditoriums in which the Registrar schedules classes. These teaching spaces can be analyzed in different ways. The measures include how intensively they are being utilized, if they are the appropriate size for the scheduled class, and if the size is adequate for the number of students given the desired seating style.

How intensively a classroom is being utilized is in terms of usage hours per week. The Tennessee Higher Education Commission (THEC) Space Allocation Guideline target is 30 hours per week, and APSU's usage hour average was close to the target at 26 hours per week during the fall. This average include the classrooms in the new Art and Design Building. However, of the 14 buildings where classes are scheduled, 10 contained 37 classrooms with utilization rates above the target and 23 rooms that were close to the target—essentially, 60 of the 92 classrooms are close to or over the target utilization. The University is at capacity and any enrollment growth will exacerbate the problem. APSU needs additional classrooms.

The next measure is seat occupancy—the size of the class relative to the capacity of the classroom. Normative standards and the THEC target is 60 percent, compared to the overall APSU average of 64 percent. Small classrooms, those with 10 to 29 seats, have a very high seat occupancy ratio—over 80 percent—an indication of an insufficient number of rooms with that capacity or, perhaps an insufficient number of rooms with 30 to 39 seats.

The amount of space that a classroom should have is determined by the desired teaching style. For room capacities of up to 40 seats, tablet-arm chair seating requires 18 to 22 NASF per student and table-and-chair seating 22 to 35 NASF. The NASF per station for each type gradually decreases as the capacity increases. Most classroom sizes range between 20 and 39 seats, comprising 63 percent of the classroom inventory. The mean area per station at APSU was 23 NASF which is about midpoint of the combined ranges. Based on recent data relative to how students learn, there is a nationwide preference for the table-and-chair venue.

OFFICES

There are about 169,443 NASF of office space and 955 offices on the APSU campus.



Single-occupant offices make up 80 percent of the office space inventory, with an average size of 158 NASF. Two-occupant offices make up 8 percent of the inventory with an average of 125 NASF per station and an average office space size of 249 NASF, making up 12 percent of the total office NASF.

The APSU mean office space size is 177 NASF.

PEER COMPARISONS

Contrasting the amount of space at APSU to space at other state institutions formerly administered by the Tennessee Board of Regents (TBR) is a way to put the University’s facility resources into perspective. A comparison with five other TBR state universities is summarized in the table below based on the fall of 2016. The comparison is the amount of net assignable square feet in seven categories and dividing that number by the number of FTE students. The categories are classrooms, instructional labs, open labs, research labs, offices, library, and physical education.

Numbers that are highlighted in yellow are the lowest for that category. APSU has the lowest amount of space per student in classrooms, research labs, and the library. The University is slightly above the average in terms of instructional labs and highest in terms of physical education. Over all, Austin Peay has almost 12 NASF less space per student than the average of these five other Tennessee universities.

In rank order of NASF per FTE students, Tennessee State is the highest at 136 NASF/FTE and MTSU is the lowest at 90 NASF/FTE.

| | |
|-----------------------|---------------|
| Tennessee State | 136 NASF//FTE |
| University of Memphis | 133 NASF//FTE |
| Tennessee Tech | 127 NASF//FTE |
| Eastern Tennessee | 110 NASF//FTE |
| Austin Peay | 105 NASF//FTE |
| Middle Tennessee | 90 NASF//FTE |

This system-wide data is from 2016. Adding the new Art and Design Building increases APSU’s total from 105.1 net square feet to 107.6 net square feet but then comparison is a mixture of 2016 and 2017 data. The system-wide data is unavailable for 2017 for the other universities. Many of them are planning on increasing their space inventory. ETSU has several buildings planned including space for a Center for the Arts, the stadium, an education center, and a campus data center. TSU is planning a major project including a hotel and conference center, residences, and research space. TTU is in the early stages of constructing a new science building. The University of Memphis is planning on constructing a recreation center and a new facility for the School of Music.

PROJECTIONS

Another measure to determine adequacy of space is to apply the THEC Space Allocation Guidelines to the campus space

| Space Type | APSU | ETSU | MTSU | TSU | TTU | UoM | Mean |
|--------------------|--------|--------|-------|--------|--------|--------|--------|
| Classrooms | 10.04 | 13.27 | 13.49 | 17.65 | 19.89 | 21.27 | 15.94 |
| Instructional Labs | 16.87 | 11.56 | 12.07 | 18.22 | 19.61 | 13.07 | 15.23 |
| Open Labs | 3.60 | 6.27 | 5.72 | 5.01 | 2.98 | 5.92 | 4.92 |
| Research Labs | 2.08 | 7.81 | 3.68 | 17.77 | 9.27 | 10.76 | 8.56 |
| Offices | 33.49 | 35.30 | 30.86 | 37.69 | 35.42 | 53.84 | 37.77 |
| Library | 6.59 | 10.50 | 9.95 | 12.59 | 7.76 | 17.19 | 10.76 |
| Phys Ed | 32.43 | 25.19 | 14.09 | 27.18 | 32.09 | 10.62 | 23.60 |
| Total | 105.10 | 109.90 | 89.86 | 136.11 | 127.02 | 132.67 | 116.78 |

inventory using as an assumption the Strategic Plan’s enrollment target.

THEC Space Allocation Model

| Summary NASF | | | | |
|-------------------|---------|-----------|------------|-------------|
| Part | Modeled | Exist E&G | Difference | Equiv FICM |
| I - Classrooms | 83,160 | 69,644 | -13,516 | 200 |
| II - Lab / Studio | 179,634 | 111,669 | -67,965 | 210,215 |
| III - Open Lab | 44,800 | 26,778 | -18,022 | 220,225 |
| IV - Research | 96,165 | 15,855 | -80,310 | 250,255 |
| V - Office | 180,714 | 181,071 | 357 | 300 |
| VI - Library | 62,868 | 55,189 | -7,679 | 400 |
| VII - Phys Ed | 166,560 | 178,963 | 12,403 | 520,525,525 |
| Totals: | 813,901 | 639,169 | -174,732 | |

THEC modeled NASF requirement for the seven categories of space is 813,901, compared to the current 639,169 NASF. An increase of 174,700 NASF. This increase translates into 291,200 gross square feet at a net-to-gross ratio of 60 percent which amounts to five new facilities at approximately 60,000 gross square feet each.

UNIVERSITY PROPERTY - POTENTIAL AND OPPORTUNISTIC LAND ACQUISITIONS

University-owned land is colored dark blue on this drawing and the University buildings are tan.

The primary boundaries of the campus are Farris Drive to the north and Eighth Street to the east. APSU also owns land north of Farris and on the east side of Eighth Street. Robb Avenue and North Second Street are the primary boundaries on the west, with University-owned parcels on the west side of Robb. College Street defines the south edge, which includes two parcels of land located south of College Street and the recent acquisition of a car dealership with land on both sides of College.

Another parcel is located on College Street to the east between Ford and Ninth streets. There are several University-owned contiguous parcels to the northwest—this area is referred to as Emerald Hill. The University’s main entrance is located on the south side of the campus on College Street.

Two roadways run through the campus—Marion Street runs east and west and Drane Street runs north and south. The core of the campus lies between College, Marion, Drane, and Eighth streets. Academic and support buildings are situated in the campus core.

The APSU Environmental Education Center (EEC), otherwise known as the APSU Farm, is located within Clarksville off Pickens Road. It is comprised of approximately 442 acres and supports the University’s academic programs. Fort Campbell is located about 10 miles north of the main campus.

The areas of land that the University should consider for acquisition in a long-range plan are shown in light green. Properties that have a high priority for acquisition are colored dark green and are located on the campus edges to the east, west, and south.

APSU has the fewest number of acres in the TBR University system. The dearth of land impacts current and future parking, play fields, open space, and building sites.

On October 12, 2017, the State Building Commission approved a gift from the City of Clarksville to Austin Peay State University. The City has abandoned three streets and gifted them to the campus for its use. This property is in the APSU 2013 Master Plan. The streets are Drane Extension, Hannum Street, and Henry Street.

Drawing 2.2:
UNIVERSITY PROPERTY
University Property -
Potential & Opportunistic
Land Acquisition

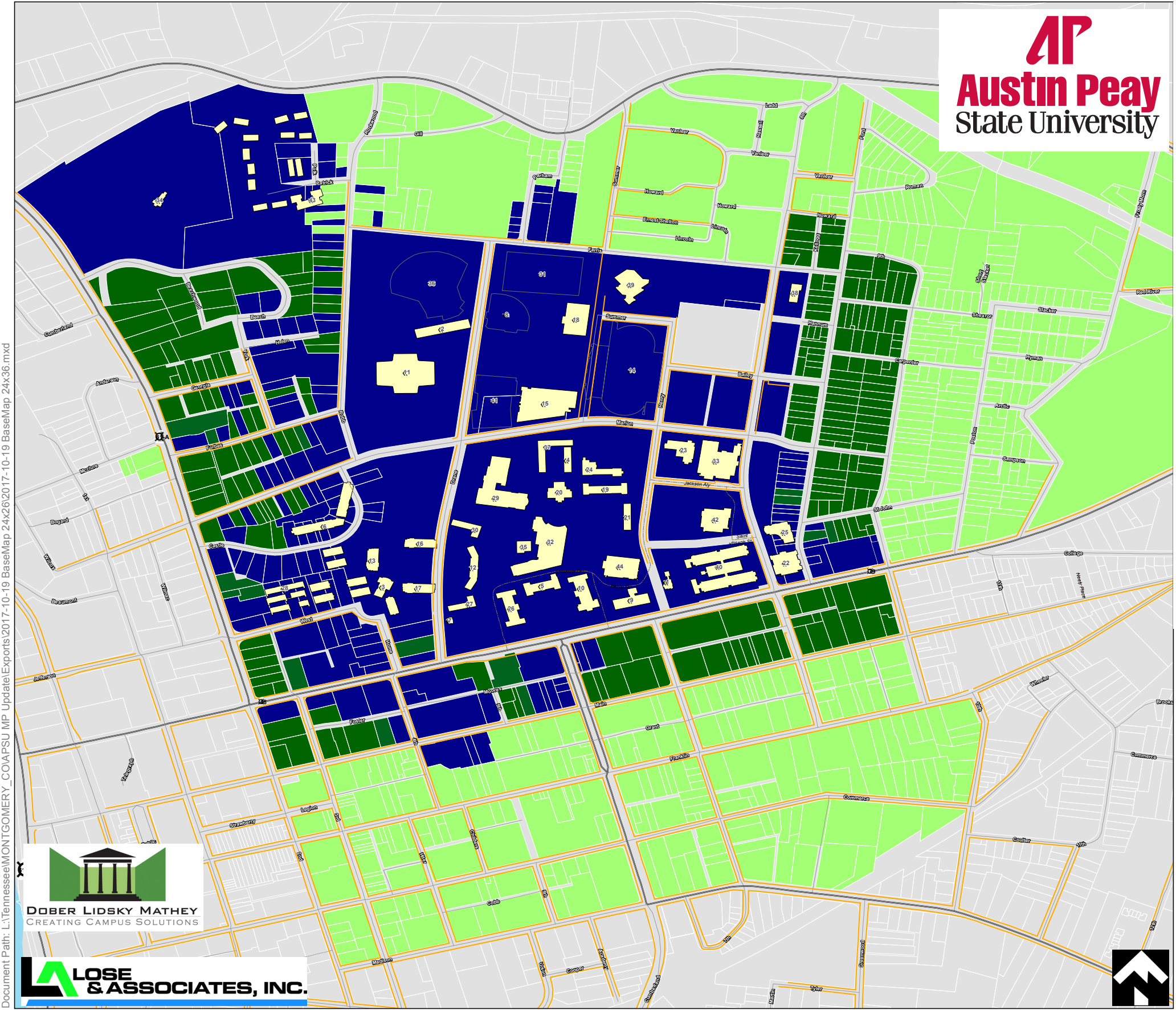


FIGURE 1

BASE MAP

- Campus Property** [Dark Blue Box]
- High Priority Properties** [Green Box]
- Long Range Acquisitions** [Light Green Box]
- Campus Buildings** [Yellow Box]

- 1 Archwood
- 2 Baseball Offices
- 3 Beatrice Hand Village
- 4 Blount Hall
- 5 Browning
- 6 Castle Heights
- 7 Center for Teaching & Learning
- 9 Claxton
- 10 Clement
- 11 Dunn Center
- 12 Ellington
- 13 Erikson Residence Hall
- 15 Foy Fitness & Recreation Center
- 16 Governor Terrace North
- 17 Governor Terrace South
- 18 Governors Tennis Center
- 19 Harned Hall
- 20 Harvill Bookstore
- 21 Harvill Hall
- 22 Hemlock Semiconductor Building
- 23 Kimbrough
- 24 Marks
- 25 Maynard Mathematics & Computer Science Building
- 26 McCord
- 27 McReynolds
- 28 Meacham Apartments
- 29 Memorial Health (The Red Barn)
- 30 Miller Hall
- 32 Morgan University Center
- 33 Music/Mass Communications
- 34 Pace Alumni Center at Emerald Hill
- 35 Power Plant
- 37 Sevier Hall
- 38 Sexton
- 39 Shasteen
- 40 Sundquist Science Complex
- 42 Trahern
- 43 Two Rivers & Emerald Hill Apartments
- 44 Woodward Library

Athletic Facilities

- 8 Cheryl Holt Field Women's Softball
- 14 Fortera Stadium
- 31 Morgan Brothers Soccer Field
- 36 Raymond C. Hand Park
- 41 Tennis Courts & Outdoor Pool

Legend

- U. S. Hwy [Thick Grey Line]
- State Hwy [Medium Grey Line]
- Local [Thin Grey Line]
- Private [Dashed Grey Line]
- Sidewalk [Orange Line]
- Contours [Dotted Grey Line]

1 inch = 300 feet
0 300 600 900 Ft.

Section Three

ILLUSTRATIVE CAMPUS PLAN

Section Three

ILLUSTRATIVE CAMPUS PLAN

Drawing 3.1 is the Illustrative Campus Plan as a rendered air view of the campus as it might look when all the Campus Plan projects are complete. The vision of the Austin Peay State University campus expresses all of the ideas discussed during the planning process and collected from the several on-campus interviews, meetings, and review sessions.

The Campus Plan concept is illustrated on this drawing. It shows buildings and landscapes that were conceived through the campus design process. The architects for each of the construction projects will determine the final building form and position on each site. The University will also influence the final physical campus solution of the Campus Plan, as projects may need to be redirected in response to changing academic and programmatic requirements as well as funding opportunities.

Drawing 3.1:
ILLUSTRATIVE
CAMPUS PLAN



ILLUSTRATIVE
CAMPUS PLAN 2017



Appendix

CLASSROOM UTILIZATION

APPENDIX

CLASSROOM UTILIZATION

The table on the following pages shows each of the 89 classrooms that APSU scheduled in the Fall 2016. The column headings include: the building in which the classroom is located; the Room number; FICM is a space taxonomy identifier that is used nationally in higher education and classrooms are identified as FICM 110; the department that is associated with the classroom—in general, “Registrar” signifies the room is a University resource; NASF (net assignable square feet) is the amount of area associated with the room; Stations is the number of seats in the room; NASF/Station is average amount of square footage per seat - this is used in comparing to standards; Scheduled Sections is the number of course sections that met in the room; Mean Section Size is the average number of students per section that was scheduled in the room; and Usage Hrs/Week is the total number of hours per week that the room was scheduled during the day. It is this last column that the data has been sorted from the highest number of hours to the lowest. Myra Harned Hall room 245 has the highest utilization at 40 hours per week, while Marks 107 has the lowest at 3 hours per week. The average utilization for all 89 classrooms is 27 hours. The THEC target is 30 hours per week, and 37 rooms were at the target of 30 hours or were greater than 30 hours.

Clearly, the University will need to add additional classrooms as enrollment grows.



Austin Peay State University - Campus Planning Studies 2017

Table V: TEACHING SPACES - DETAIL RANKED BY USAGE HOURS PER WEEK - DAY

Based on Fall 2016 enrollment data

| FICM CATEGORY: 100 (Classrooms) | | | | | | | | | |
|---------------------------------|-------|------|----------------------------|-------|----------|-----------------|--------------------|-------------------|------------------|
| Building | Room | FICM | Department | NASF | Stations | NASF / Stations | Scheduled Sections | Mean Section Size | Usage Hrs / Week |
| Myra Harned Hall | 245 | 110 | Registrar CR | 700 | 34 | 20.6 | 13 | 20.7 | 40.0 |
| Myra Harned Hall | 313 | 110 | Registrar CR | 443 | 21 | 21.1 | 14 | 16.3 | 39.0 |
| Maynard Building | 244 | 110 | Registrar CR | 2,185 | 108 | 20.2 | 13 | 64.6 | 38.5 |
| Music/Mass-COMm | 232 | 110 | Music | 619 | 29 | 21.3 | 13 | 17.6 | 38.5 |
| Myra Harned Hall | 344 | 110 | Registrar CR | 700 | 34 | 20.6 | 13 | 28.6 | 38.5 |
| Trahern Art Dram | 401 | 110 | Art | 1,482 | 73 | 20.3 | 13 | 41.4 | 38.5 |
| Myra Harned Hall | 231 | 110 | Registrar CR | 462 | 22 | 21.0 | 12 | 13.8 | 37.0 |
| Maynard Building | 242 | 110 | Registrar CR | 805 | 39 | 20.6 | 13 | 22.4 | 36.5 |
| Myra Harned Hall | 301 | 110 | Languages and Literature | 700 | 34 | 20.6 | 13 | 19.8 | 36.5 |
| Science Bldg | E106A | 110 | Registrar CR | 2,339 | 100 | 23.4 | 12 | 81.1 | 36.0 |
| Science Bldg | E208 | 110 | Registrar CR | 1,142 | 47 | 24.3 | 12 | 25.3 | 36.0 |
| Clement | 128 | 110 | Mathematics and Statistics | 970 | 47 | 20.6 | 12 | 24.3 | 35.5 |
| Myra Harned Hall | 240 | 110 | Registrar CR | 539 | 25 | 21.6 | 12 | 17.8 | 35.5 |
| Myra Harned Hall | 331 | 110 | Registrar CR | 406 | 19 | 21.4 | 12 | 16.1 | 35.5 |
| Clement | 137 | 110 | Registrar CR | 745 | 36 | 20.7 | 12 | 29.7 | 35.0 |
| Science Bldg | E206 | 110 | Registrar CR | 1,144 | 47 | 24.3 | 13 | 27.6 | 35.0 |
| Clement | 121 | 110 | Registrar CR | 1,095 | 49 | 22.3 | 12 | 25.8 | 34.5 |
| Myra Harned Hall | 117 | 110 | Languages and Literature | 434 | 20 | 21.7 | 13 | 10.4 | 34.0 |
| Clement | 206 | 110 | Registrar CR | 1,120 | 56 | 20.0 | 13 | 49.8 | 33.5 |
| Claxton | 113 | 110 | Registrar CR | 739 | 36 | 20.5 | 12 | 23.4 | 33.0 |
| Marks | 121 | 110 | Registrar CR | 582 | 33 | 17.6 | 20 | 18.5 | 33.0 |
| Mccord Science | 346 | 110 | Registrar CR | 459 | 23 | 20.0 | 8 | 33.0 | 33.0 |
| Myra Harned Hall | 307 | 110 | Registrar CR | 719 | 34 | 21.1 | 11 | 15.8 | 33.0 |
| Myra Harned Hall | 317 | 110 | History | 418 | 19 | 22.0 | 11 | 13.9 | 33.0 |
| Clement | 157 | 110 | Registrar CR | 546 | 26 | 21.0 | 12 | 19.0 | 32.0 |
| Kimbrough | 119 | 110 | Registrar CR | 1,641 | 116 | 14.1 | 11 | 50.4 | 32.0 |
| Clement | 301 | 110 | Registrar CR | 614 | 29 | 21.2 | 12 | 21.9 | 31.5 |
| Kimbrough | 111 | 110 | Registrar CR | 671 | 32 | 21.0 | 9 | 17.2 | 31.5 |
| Clement | 306 | 110 | Registrar CR | 750 | 36 | 20.8 | 14 | 20.7 | 31.0 |



Austin Peay State University - Campus Planning Studies 2017

Table V: TEACHING SPACES - DETAIL RANKED BY USAGE HOURS PER WEEK - DAY

Based on Fall 2016 enrollment data

| FICM CATEGORY: 100 (Classrooms) | | | | | | | | | |
|---------------------------------|-------|------|----------------------------|-------|----------|-----------------|--------------------|-------------------|------------------|
| Building | Room | FICM | Department | NASF | Stations | NASF / Stations | Scheduled Sections | Mean Section Size | Usage Hrs / Week |
| Dunn Conv Center | 282 | 110 | Registrar CR | 1,050 | 51 | 20.6 | 11 | 28.5 | 31.0 |
| Kimbrough | 112 | 110 | Registrar CR | 968 | 47 | 20.6 | 17 | 26.1 | 31.0 |
| Mccord Science | 348 | 110 | Registrar CR | 459 | 23 | 20.0 | 6 | 32.2 | 31.0 |
| Science Bldg | E203 | 110 | Registrar CR | 1,143 | 47 | 24.3 | 15 | 22.9 | 31.0 |
| Claxton | 111 | 110 | Registrar CR | 752 | 36 | 20.9 | 11 | 28.2 | 30.5 |
| Dunn Conv Center | 291 | 110 | Registrar CR | 1,050 | 51 | 20.6 | 10 | 32.9 | 30.0 |
| Kimbrough | 211 | 110 | Registrar CR | 671 | 32 | 21.0 | 10 | 25.4 | 30.0 |
| Kimbrough | 215 | 110 | Registrar CR | 673 | 32 | 21.0 | 12 | 20.3 | 30.0 |
| Mccord Science | 340 | 110 | Registrar CR | 569 | 29 | 19.6 | 9 | 49.9 | 29.8 |
| Mccord Science | 342 | 110 | Registrar CR | 569 | 28 | 20.3 | 9 | 49.9 | 29.8 |
| Claxton | 116 | 110 | Registrar CR | 752 | 36 | 20.9 | 11 | 23.5 | 29.5 |
| Claxton | 303 | 110 | Registrar CR | 746 | 37 | 20.2 | 10 | 16.5 | 29.0 |
| Mccord Science | 211 | 110 | Registrar CR | 976 | 47 | 20.8 | 11 | 30.1 | 28.5 |
| Maynard Building | 243 | 110 | Registrar CR | 601 | 29 | 20.7 | 15 | 19.8 | 28.3 |
| Claxton | 103 | 110 | Registrar CR | 1,698 | 83 | 20.5 | 11 | 30.5 | 28.0 |
| HSB | 104 | 110 | Registrar CR | 577 | 55 | 10.5 | 9 | 16.6 | 28.0 |
| HSB | 234 | 110 | Registrar CR | 578 | 27 | 21.4 | 10 | 14.7 | 28.0 |
| Kimbrough | 113 | 110 | Registrar CR | 968 | 47 | 20.6 | 9 | 37.0 | 27.0 |
| Marks | 140 | 110 | Mathematics and Statistics | 905 | 45 | 20.1 | 19 | 21.1 | 27.0 |
| Mccord Science | 219 | 110 | Nursing | 907 | 45 | 20.2 | 7 | 25.3 | 27.0 |
| Science Bldg | D210 | 110 | Allied Health | 695 | 33 | 21.1 | 9 | 22.0 | 27.0 |
| Science Bldg | E106B | 110 | Registrar CR | 2,342 | 100 | 23.4 | 9 | 64.6 | 27.0 |
| HSB | 232 | 110 | Registrar CR | 578 | 27 | 21.4 | 10 | 13.2 | 26.5 |
| Trahern Art Dram | 420A | 110 | Registrar CR | 671 | 30 | 22.4 | 9 | 15.4 | 26.5 |
| Kimbrough | 212 | 110 | Registrar CR | 968 | 47 | 20.6 | 10 | 27.6 | 26.0 |
| Clement | 304 | 110 | Registrar CR | 576 | 27 | 21.3 | 11 | 16.2 | 25.5 |
| Claxton | 331 | 110 | Registrar CR | 744 | 36 | 20.7 | 11 | 23.7 | 25.0 |
| Kimbrough | 114 | 110 | Registrar CR | 968 | 47 | 20.6 | 9 | 22.0 | 25.0 |
| Maynard Building | 130 | 110 | Registrar CR | 597 | 28 | 21.3 | 8 | 20.0 | 25.0 |



Austin Peay State University - Campus Planning Studies 2017

Table V: TEACHING SPACES - DETAIL RANKED BY USAGE HOURS PER WEEK - DAY

Based on Fall 2016 enrollment data

| FICM CATEGORY: 100 (Classrooms) | | | | | | | | | |
|---------------------------------|------|------|----------------------------|-------|----------|-----------------|--------------------|-------------------|------------------|
| Building | Room | FICM | Department | NASF | Stations | NASF / Stations | Scheduled Sections | Mean Section Size | Usage Hrs / Week |
| Science Bldg | E205 | 110 | Registrar CR | 1,138 | 47 | 24.2 | 10 | 23.7 | 25.0 |
| Science Bldg | E303 | 110 | Registrar CR | 1,205 | 47 | 25.6 | 12 | 26.2 | 25.0 |
| Claxton | 306 | 110 | Registrar CR | 755 | 36 | 21.0 | 9 | 20.6 | 24.5 |
| Mccord Science | 221 | 110 | Registrar CR | 1,401 | 69 | 20.3 | 9 | 40.1 | 24.5 |
| Claxton | 118 | 110 | Registrar CR | 739 | 38 | 19.4 | 8 | 21.4 | 24.0 |
| Claxton | 203 | 110 | Educational Specialties | 693 | 33 | 21.0 | 9 | 16.8 | 24.0 |
| Kimbrough | 115 | 110 | Registrar CR | 673 | 32 | 21.0 | 8 | 20.0 | 24.0 |
| Claxton | 308 | 110 | Educational Specialties | 1,127 | 55 | 20.5 | 11 | 20.8 | 23.5 |
| Claxton | 310 | 110 | Mathematics and Statistics | 834 | 40 | 20.9 | 9 | 21.2 | 23.0 |
| Clement | 133 | 110 | Registrar CR | 573 | 27 | 21.2 | 10 | 19.9 | 22.5 |
| Dunn Conv Center | 285 | 110 | Registrar CR | 1,065 | 51 | 20.9 | 8 | 29.5 | 22.0 |
| Claxton | 200 | 110 | Educational Specialties | 584 | 28 | 20.9 | 12 | 17.0 | 21.5 |
| Clement | 302 | 110 | Registrar CR | 614 | 29 | 21.2 | 10 | 21.0 | 21.5 |
| Dunn Conv Center | 211 | 110 | Health and Human Perform | 1,050 | 51 | 20.6 | 7 | 32.3 | 21.0 |
| Mccord Science | 344 | 110 | Registrar CR | 539 | 25 | 21.6 | 9 | 22.6 | 20.8 |
| Claxton | 230 | 110 | Educational Specialties | 719 | 34 | 21.1 | 10 | 18.7 | 20.5 |
| Mccord Science | 209 | 110 | Sociology | 629 | 47 | 13.4 | 11 | 25.7 | 20.5 |
| HSB | 134 | 110 | Registrar CR | 578 | 27 | 21.4 | 8 | 17.8 | 19.5 |
| Myra Harned Hall | 226 | 110 | Languages and Literature | 236 | 6 | 39.3 | 6 | 4.8 | 19.0 |
| Claxton | 300 | 110 | Educational Specialties | 1,129 | 55 | 20.5 | 7 | 24.0 | 18.5 |
| Claxton | 216 | 110 | Educational Specialties | 1,060 | 52 | 20.4 | 9 | 17.7 | 17.5 |
| Memorial Health | 100D | 110 | Registrar CR | 0 | 25 | 0.0 | 9 | 19.1 | 17.0 |
| Clement | 201A | 110 | Registrar CR | 4,530 | 568 | 8.0 | 6 | 90.3 | 15.0 |
| HSB | 132 | 110 | Registrar CR | 578 | 27 | 21.4 | 7 | 17.3 | 15.0 |
| Claxton | 227 | 110 | Educational Specialties | 885 | 43 | 20.6 | 6 | 18.5 | 14.5 |
| Memorial Health | 107 | 110 | Military Science | 864 | 42 | 20.6 | 7 | 20.4 | 14.5 |
| Mccord Science | 107 | 110 | Geosciences | 865 | 42 | 20.6 | 6 | 29.8 | 12.0 |
| Mccord Science | 101 | 110 | Geosciences | 955 | 46 | 20.8 | 5 | 17.8 | 11.0 |
| Mccord Science | 104 | 110 | Geosciences | 936 | 45 | 20.8 | 3 | 14.7 | 9.0 |

Table V: TEACHING SPACES - DETAIL RANKED BY USAGE HOURS PER WEEK - DAY

Based on Fall 2016
enrollment data

| FICM CATEGORY: 100 (Classrooms) | | | | | | | | | |
|---------------------------------|------|------|-------------------|--------|----------|-----------------|--------------------|-------------------|------------------|
| Building | Room | FICM | Department | NASF | Stations | NASF / Stations | Scheduled Sections | Mean Section Size | Usage Hrs / Week |
| Trahern Art Dram | 420C | 110 | Theater and Dance | 300 | 24 | 12.5 | 3 | 16.3 | 9.0 |
| Marks | 107 | 110 | Registrar CR | 758 | 36 | 21.1 | 1 | 15.0 | 3.0 |
| FICM 100 Category Totals: | | | 89 spaces | 77,932 | 4,153 | 20.5 | 913 | 25.7 | 27.2 |



Agenda Item: C.iv.

Date: December 1, 2017

Subject: Approval of Campus Property Acquisitions

Action Recommended: Approval by Roll Call Vote

Background Information:

The Business and Finance Committee is responsible for recommending the approval of the lease, purchase, and disposal of real estate to the full Board of Trustees. APSU acquires property that is within close proximity of campus and that is a part of the Campus Facility Master Plan.

Proposed Implementation Date: Fiscal Year 2017-2018

Item Details:

APSU is seeking Board approval in acquiring property that is in close proximity of campus that can be used to expand the campus foot print.



Agenda Item: C.v.

Date: December 1, 2017

Subject: Use of University Property Rule

Action Recommended: Approval by Roll Call Vote

Background Information:

State entities are required to promulgate rules and regulations when the subject of those rules and regulations affects the rights of third parties. The Use of University Property Rule falls into this category. These rules mirror the University's policy on Use of University Property and were reviewed by APSU's Office of Legal Affairs. The rule also requires approval by the Attorney General, Secretary of State, and is subject to final approval by the Government Operations Committee of the Tennessee General Assembly. The promulgation process is enumerated in the Tennessee Uniform Procedures Act at T.C.A. § 4-5-201, et. seq.

Proposed Implementation Date: At the conclusion of the rule promulgation process.

Item Details: See attachment.

**RULES
OF
AUSTIN PEAY STATE UNIVERSITY**

**CHAPTER 0240-05-03
USE OF UNIVERSITY PROPERTY**

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XXXX-01-02-.01 Dedication of University Property. Austin Peay State University (“University”) dedicates its property exclusively to the advancement of the University’s principal missions of teaching, research, and service. The University regulates its property to preserve it for the advancement of the University’s principal missions.

Authority: *T.C.A. § 49-9-209(e); Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64.*

0240-05-03-.02 Definitions.

- (1) The term “University property” means all land, grounds, structures, and any other physical property owned, controlled, or operated by Austin Peay State University.
- (2) The term “University unit” means any academic, administrative, or auxiliary department or division of the University or any other official entity of the University, functioning through University employees acting within the scope of their University employment.
- (3) The term “unmanned aircraft” means a device that is used or is intended to be used for flight in the air without an individual in or on the device (e.g., drone, model aircraft).
- (4) The term “Affiliated entities” means an officially registered student, student group or student organization.
- (5) The term “Affiliated individuals” means persons officially connected with the University including students, faculty, and staff.
- (6) The term “Non-affiliated individual” means any person who is not an “affiliated individual” as defined in paragraph 5.
- (7) The term “Student” means a person who is currently registered for a credit course or courses, non-credit course or program at the University, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

Authority: T.C.A. § 49-9-209(e); *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64.*

0240-05-03-.03 Access to Facilities and Prioritized Users

- (1) Access to and use of APSU's campuses, facilities, and property are restricted to the institution, the institutional administration for official functions, affiliated individuals/entities, and the institution's invited or sponsored guests, or when part or all of a campus, its buildings or facilities are open to the general public for a designated period of time and purpose, or when access/use by non-affiliated entities or individuals has been allowed pursuant to the provisions of this rule.
- (2) Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner.
- (3) Priority for the use of university facilities is in the following order: 1) credit and non-credit classes and programs, 2) University-sponsored activities, 3) all other requests for usage. When considering requests for use, priority shall be given to affiliated individual/entities whose proposed use is consistent with the University's educational mission, with highest priority for use of University buildings, facilities, and/or property always being reserved for administrative and educational uses. Educational and administrative uses include, but are not limited to: classes, university wide events, commencement, awards programs, and recruitment and/or registration events.
- (4) All requests for use of university space must be made via APSU's website, where there is an online list of the facilities/areas available for use/rental by affiliated and/or non-affiliated entities and individuals. Applications will be evaluated and processed in the order they are received. Facilities use requests not related to class scheduling are reviewed and approved/denied in the University Facilities Office, except for the following:
 - (a) All Athletic spaces (Dunn Center and associated athletic fields) approved by the Office of Athletic Director.
 - (b) Music/Mass Communications Concert Hall approved by Office of the School of Music.
 - (c) Foy Recreation Center and Intramural Field approved by the Office of University of Recreation.
- (5) Applications to reserve facility space for priority use (administrative and educational should be submitted prior to April 1 for the following academic year. After that date, facility space scheduling for the following academic year will be open to affiliated entities/individuals for all other uses. After the Spring Semester is concluded, scheduling will open to non-affiliated entities/individuals. However, the scheduling or the rescheduling of classes, no matter the time of the year, takes priority or all other scheduling.
- (6) Notification of approval or denial of an application to reserve facility space will be provided by email.
- (7) All approved users of campus facilities or property are subject to all Austin Peay and federal, state and local laws. Further, they must adhere to any conditions of facility usage as outlined in this policy or stated by the approving body.

Authority: *T.C.A. § 49-9-209(e); Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64*

0240-05-03-.04 Use by Non-affiliated Individuals/Entities.

- (1) Non-affiliated individuals/entities may apply for use or access to designated university space.
- (2) The University has designated the Morgan University Center as the main location on campus for use by non-affiliated individuals/entities to request. Campus auditoriums and gyms may be available for rent on a space available basis if the event does not interfere with the educational mission of the university.
- (3) The University Center Plaza is the designated space on campus, where access may be granted to non-affiliated individuals/entities without an associated fee. A fee may be assessed should the requesting party require additional set up, cleanup or audio visual (AV) support. All other assignable university space will have, at a minimum, a rental fee associated with the space.
- (4) Long term use of (more than once and less than four (4) months) assignable university is subject to a review of request and the impact of the ongoing operation of APSU.
- (5) A contract may be required based on the nature of the requested event. Non-affiliated individuals/entities will be required to submit a deposit for the space equal to half (1/2) of their total estimated costs.
- (6) A forfeiture of a deposit will be applied to non-affiliated individuals/entities based on the following:
 - (a) Cancellation one hundred and twenty (120) days before the start of their event- 100% refund;
 - (b) Cancellation ninety (90) to one hundred and twenty (120) days before the start of their event- 75% refund;
 - (c) Cancellation thirty (30) to sixty (60) days before the start of their event- 25% refund; and
 - (d) Cancellation less than thirty (30) days- no refund

Authority: *T.C.A. § 49-9-209(e); Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64.*

0240-05-03-.05 Denial of the Use of Facilities. Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Such reasons may include, but are not limited to, the following:

- (1) The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
- (2) Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;

- (3) Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances;
- (4) The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
- (5) The applicant or sponsor of the activity has been responsible for violation of University policy during a previously registered use of campus property or facilities;
- (6) The applicant has previously violated any conditions or assurances specified in a previous registration application;
- (7) The facility or property requested has not been designated as available for use for the time/date;
- (8) The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested;
- (9) The activity is of such nature or duration that it cannot reasonably be accommodated in the facility or area for which application is made;
- (10) The size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the University, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic;
- (11) The activity conflicts with existing contractual obligations of the University;
- (12) The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the University's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the University's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors;
- (13) The requested use would be contrary to local, state, or federal law, and regulation, or the University.

Authority: T.C.A. § 49-9-209(e); *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64*

0240-05-03-.06 General Conditions for Use of Property or Facilities. Once an affiliated individual or entity or a non-affiliated individual or entity has permission to use University property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

- (1) Applicable building, fire codes, and safety standards applicable to a particular facilities and/or property must be met.
- (2) All Austin Peay rules and/or policies must be followed.

- (3) Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official taking into account the University's educational mission and the nature of the facility or property requested, location, and time of day.
- (4) Any rental of University equipment must follow the University Facilities guidelines.
- (5) All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to University and rules, regulations, policies and procedures regarding traffic and parking.
- (6) Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
- (7) Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
- (8) Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable University policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
- (9) All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.
- (10) Austin Peay has the right to terminate the use of campus facilities or property by any group, organization or individual that violates any provision of this policy, University policy, local, state, or federal law or regulation. Failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property, and student disciplinary sanctions, if appropriate.
- (11) Non-affiliated entities/individuals using APSU facilities, shall indemnify the institution. In certain circumstances or events, the university reserves the right to require:
 - (a) Adequate bond or other security for damage to campus property;
 - (b) Personal injury and property damage insurance coverage;
 - (c) A performance bond or other insurance guaranteeing or insuring performance of its obligations under the contract; and/or
 - (d) Other types of insurance, if approved by APSU.
- (12) Insurance policies must list APSU as additionally insured and be for \$1 million. See attached link for a matrix for when additional maybe required.

Authority: *T.C.A. § 49-9-209(e); Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64*

0240-05-03-.07 Distribution of Leaflets, Literature, Pamphlets.

- (1) Distribution of leaflets, literature, pamphlets is not permitted within:
 - (a) Classroom, library or other academic buildings or facilities;
 - (b) Administrative and employee offices and work areas; or
 - (c) Student residence halls, dormitories or apartment buildings.
- (2) No obscene literature or material, as defined by law, shall be distributed on any property owned or used by APSU.
- (3) Placement of flyers, leaflets, literature, etc., is not permitted on motor vehicles parked on the Austin Peay campus.
- (4) APSU campus property and facilities may not be used for the commercial or profit-making activities except when engaged in a business relationship, pursuant to a contract, with the University and/or when a rental/or lease agreement or facilities reservation is in place specifically for such temporary purpose.
- (5) The University will not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although an institution may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.
- (6) Any literature which is distributed or sold and any advertisement shall comply with all applicable laws and policies of APSU. Requests to distribute or sell literature shall be included with the underlying application to use campus facilities and/or property through the online reservation system. Literature and/or advertisements may only be sold or distributed in conjunction with an approved application for use of facilities.
- (7) The university has designated the University Center Post Office area and the outdoor campus bulletin boards as the posting locations for the non-affiliated individuals/entities.

Authority: *T.C.A. § 49-9-209(e); Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64*

0240-05-03-.08 No-Trespass Notices.

- (1) A No-Trespass Notice ("Notice") is a written directive requiring a non-affiliated person to leave and/or not enter all or part of University property.
- (2) A sworn law enforcement officer employed by the University may issue a Notice to a nonaffiliated person:
 - (a) who is not authorized to use University property under Section .03(1), and who has refused to leave University property, or a specified part of University property, within a reasonable time after the person has received an oral request to leave by a University official;
 - (b) who has engaged in a use of University property that is prohibited by Section .03(2), and who has refused to cease the prohibited conduct within a reasonable time after receiving an oral request to do so from a University official;

- (c) who, in the good faith judgment of the law enforcement officer issuing the Notice, poses an unreasonable threat to the health, safety, or welfare of a person(s) affiliated with the University while on University property; or
 - (d) who, in the good faith judgment of the law enforcement officer issuing the Notice, has engaged in conduct that substantially disrupts or interferes with University operations, events, or activities, or is likely to cause such a disruption or interference.
- (3) A Notice must specify: the reason for the Notice; the geographical scope of the restriction; the duration of the restriction, which may be for an indefinite period; the potential consequences of a violation of the Notice; and the process for appealing the issuance of the Notice. The scope and duration of the restriction imposed must be proportional to the underlying misconduct. In appropriate circumstances, with respect to conduct on University property, a Notice also may prohibit a non-affiliated person from contacting or being within a certain distance from a person affiliated with the University.
- (4) Appeals
 - (a) A non-affiliated person to whom a Notice has been issued may appeal the decision to the chief of police for the University's campus/institute.
 - (b) A non-affiliated person must submit the appeal in writing. The written appeal must be received by the chief of police within twenty (20) calendar days of the date on which the Notice was provided to the non-affiliated person. Any Notice mailed (or e-mailed) to a non-affiliated person shall be deemed to have been provided on the date on which it was mailed (or e-mailed). The written appeal should include the non-affiliated person's reason for being on University property, the non-affiliated person's future need to be on University property, and any other information the non-affiliated person wishes the University official who issued the Notice to consider.
 - (c) Upon receipt of a written appeal, the chief of police will consult as needed with other University officials to verify the non-affiliated person's need for access to University property, to gather additional information or advice, or to review the impact that granting the appeal may have on persons affiliated with the University.
 - (d) Within twenty (20) calendar days of the receipt of an appeal submitted in accordance with this Chapter, the chief of police will sustain, rescind or modify the Notice in a written decision that will be mailed to the address provided by the non-affiliated person. The decision of the chief of police is final and not appealable within the University.
 - (e) The restrictions set forth in the Notice will remain in effect while an appeal of the Notice is pending.
 - (f) If the chief of police issued the Notice, then the non-affiliated person may appeal to the supervisor of the chief of police following the procedures set forth in Section .05(4)(a)(e).
- (5) The law enforcement officer who issued the Notice (or, if the Notice is appealed, the chief of police), with the approval of the Chief of Police, may rescind or modify the Notice at any time. Notification of any such rescission or modification shall be provided to the non-affiliated person to whom the Notice was issued.

- (6) Failure to comply with a Notice may result in issuance of a citation or an arrest for trespassing pursuant to applicable state criminal trespass statutes or local ordinances. Nothing in this paragraph .05 shall limit or be construed to limit the exercise of the statutory authority of sworn law enforcement officers of a campus police department to arrest in accordance with the laws of this state or local ordinances. Nor shall anything in this paragraph .05 limit or be construed to limit the authority of sworn law enforcement officers of a campus police department to issue an oral request instructing a person to leave and/or not enter all or part of University property.

Authority: *T.C.A. § 49-9-209(e); Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee, 1807, Chapter 64.*



Agenda Item: C.vi.

Date: December 1, 2017

Subject: Approval of Classifying Students In-State and Out-of-State Rule

Action Recommended: Approval by Roll Call Vote

Background Information:

State entities are required to promulgate rules and regulations when the subject of those rules and regulations affects the rights of third parties. Approval of Classifying Students In-State and Out-of-State Rule falls into this category. These rules mirror the University's Policy on the classification of in-state and out-of-state students. The rules were reviewed by APSU's Office of Legal Affairs. The rule also requires approval by the Attorney General, Secretary of State, and is subject to final approval by the Government Operations Committee of the Tennessee General Assembly. The promulgation process is enumerated in the Tennessee Uniform Procedures Act at T.C.A. § 4-5-201, et. seq.

Proposed Implementation Date: At the conclusion of the rule promulgation process.

Item Details: See attachment.

**RULES
OF
AUSTIN PEAY STATE UNIVERSITY**

**CHAPTER 0240-05-05
CLASSIFYING STUDENTS IN-STATE AND OUT-OF-STATE**

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0240-05-05-.01 Intent. It is the intent that Austin Peay State University (APSU) shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified “in-state” or “out-of-state” for fees and tuition purposes and for admission purposes.

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; Public Acts of Tennessee, 1807, Chapter 64; and Tenn. Code Ann. § 49-9-105.*

0240-05-05-.02 Definitions. Wherever used in these regulations:

- (1) “Public higher education institution” shall mean a university or community college supported by appropriations made by the Legislature of this State.
- (2) “Residence” shall mean continuous physical presence and maintenance of a dwelling place within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.
- (3) “Domicile” shall mean a person’s true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish or having established a new domicile elsewhere. Undocumented immigrants cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.
- (4) “Emancipated person” shall mean a person who has attained the age of eighteen (18) years and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and are no longer under any legal obligation to support or maintain such person.
- (5) “Parent” shall mean a person’s father or mother. If there is a non-parental guardian or legal custodian of an unemancipated person, then “parent” shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such emancipated person.
- (6) “Continuous enrollment” or “continuously enrolled” shall mean enrollment at a public higher educational institution or institution of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her

enrollment be deemed continuous, notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

- (7) "U.S. Armed Forces" shall mean the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.
- (8) "Veteran" means:
 - (a) a former member of the U.S. Armed Forces; or
 - (b) a former or current member of a reserve or Tennessee national guard unit who was called into active military service of the United States, as defined in Tennessee Code Annotated § 58-1-102.

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; Public Acts of Tennessee, 1807, Chapter 64; and Tenn. Code Ann. § 49-9-105.*

0240-05-05-.03 Rules for Determination of Status.

- (1) Every person having his or her domicile in this State shall be classified "in-state" for fee and tuition purposes and for admission purposes.
- (2) Every person not having his or her domicile in this State shall be classified "out-of-state" for fee and tuition purposes and for admission purposes.
- (3) The domicile of an unemancipated person is that of his or her parent, except as provided in paragraph (4) of this Section .03. Unemancipated students of divorced parents shall be classified "in-state" when one (1) parent, regardless of custodial status, is domiciled in Tennessee, except as provided in paragraph (4) of this Section .03.
- (4) A student shall be classified as "in-state" for fee and tuition purposes if the student is a citizen of the United States, has resided in Tennessee for at least one (1) year immediately prior to admission, and has:
 - (a) Graduated from a Tennessee public secondary school;
 - (b) Graduated from a private secondary school that is located in Tennessee; or
 - (c) Earned a Tennessee high school equivalency diploma.
- (5) The spouse of a student classified as "in-state" shall also be classified "in-state."
- (6) All classifications shall be subject to the Eligibility Verification for Entitlements Act, Tennessee Code Annotated § 4-58-101 *et seq.*

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; and Public Acts of Tennessee 1807, Chapter 64.*

0240-05-05-.04 Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition.

- (1) An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.
- (2) An unemancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed at Fort Campbell pursuant to military orders shall be classified out-of-state, but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.
- (3) A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition at Austin Peay State University.
- (4) A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by THEC) of a city containing a two institution, shall be classified out-of-state, but admitted at in-state tuition rate.
 - (a) The waiver of out-of-state tuition granted to a border county student at an admitting institution will follow the student only from a community college to the University if the student transfers from the community college after successfully completing an associate's degree unless this condition is waived by the community college as being in the student's best interest; provided, in any case the student must complete the general education requirement at the TBR community college.
- (5) Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.
- (6) Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.
- (7) Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition.
- (8) Active-duty military personnel who begin working on a college degree at a the University while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degrees, can continue to completion of the degrees at the University without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions

may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.

- (9) Students who participate in a study abroad program, when the course/courses in the study abroad program is/are the only course/courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.
 - (10) Students who are awarded tuition waiver scholarships for participation in bona fide campus performance-based programs, according to established guidelines, shall not be required to pay out-of-state tuition.
 - (11) A veteran enrolled at the University shall not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:
 - (a) Has not been dishonorably discharged from a branch of the United States armed forces or the national guard;
 - (b) Is eligible for Post-9/11 GI Bill benefits or Montgomery GI Bill benefits; and
 - (c) Enrolls in the University, after satisfying all admission requirements, within three (3) years from the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.
1. To continue to qualify for in-state tuition and fees, a veteran shall:
- (i) Maintain continuous enrollment as defined by the University; and
 - (ii) Demonstrate objective evidence of established residency in this state by presenting at least two (2) of the following:
 - (I) Proof of voter registration in the state;
 - (II) A Tennessee driver license;
 - (III) A Tennessee motor vehicle registration;
 - (IV) Proof of established employment in the state; or
 - (V) Other documentation clearly evidencing domicile or residence in the state, as determined by the Tennessee Higher Education Commission.

Authority: Tenn. Code Ann. §§ 49-4-704, 49-7-1304, 49-7-1305, 49-9-105, and 49-9-209(e); Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; Public Acts of Tennessee, 1807, Chapter 64I; 20 U.S.C. § 1015d; and 38 U.S.C. § 3679.

0240-05-05-05 Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at the University, as such status is defined by APSU.

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; Public Acts of Tennessee, 1807, Chapter 64; and Tenn. Code Ann. § 49-9-105.*

0240-05-05-.06 Evidence to Consider for Establishment of Domicile. If a person asserts that he or she has established domicile in this State he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to APSU by which he/she seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. APSU will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; Public Acts of Tennessee, 1807, Chapter 64; and Tenn. Code Ann. § 49-9-105.*

0240-05-05-.07 Appeal. Initially, the Office of Admissions clerk is responsible for classifying applicants for admission or readmission as either "in-state" or "out-of-state." A decision by the Office of Admission clerk may be appealed in writing to the residency classification officer in the Office of Admissions on an Application for Residency Classification form.

Students currently/continually enrolled may appeal in writing to the residency classification officer in the Office of the Registrar on an Application for Residency Classification form. An appeal of the decision made by either office may be taken to the Residency Appeals Committee. Appointments for students to appear before the committee and copies of written appeals for committee members will be made by the Office of the Registrar. Appeals from students who appear will be heard before the committee. Appeal applications made in abstentia will be considered by the committee after consideration of in-person appeal appointments. Unless additional guests are requested in advance and approved by the committee chair, only the student may appear before the committee. Students may bring additional material to support their appeal at the committee meeting. The committee shall include five faculty representatives (including the chair), two staff representatives, two student representatives, as well as up to three ex officio members currently made up of the Coordinator of Graduate Admissions, the Director of Admissions, and the Registrar. The committee chair will prepare a record of the student appeals including the name of the student, the date of the committee meeting, the committee members present, name(s) of any other guest(s) and a statement of the resulting decision of the committee. A copy of this record will be kept in the student's permanent file. The appealing student will be contacted by the Office of the Registrar and informed of the committee's recommendation. A decision by the Residency Appeals Committee may be appealed in writing to the associate provost for enrollment management and academic support. All appeals must be received within five (5) class days of receipt by the student of the committee's decision.

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; Public Acts of Tennessee, 1807, Chapter 64; and Tenn. Code Ann. § 49-9-105.*

0240-05-05-.08 Effective Date for Reclassification. If a student classified out-of-state applies for in-state classification and subsequently is classified thusly, his or her in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any term or semester during which reclassification is sought and obtained unless application for reclassification is made on or before the last day of registration prior to classes.

Authority: *Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5; Public Acts of Tennessee, 1807, Chapter 64; and Tenn. Code Ann. § 49-9-105.*



Agenda Item: C.vii.

Date: December 1, 2017

Subject: Institutional Refunds

Action Recommended: Approval by Roll Call Vote

Background Information:

State entities are required to promulgate rules and regulations when the subject of those rules and regulations affects the rights of third parties. Institutional Refunds Rule falls into this category. The rules were reviewed by APSU's Department of Finance and Administration. The rule also requires approval by the Attorney General, Secretary of State, and is subject to final approval by the Government Operations Committee of the Tennessee General Assembly. The promulgation process is enumerated in the Tennessee Uniform Procedures Act at T.C.A. § 4-5-201, et. seq.

Proposed Implementation Date: At the conclusion of the rule promulgation process.

Item Details: See attachment.

**RULES
OF
AUSTIN PEAY STATE UNIVERSITY**

**CHAPTER 0240-05-04
INSTITUTIONAL REFUNDS**

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0240-05-04-.01 Purpose
0240-05-04-.02 Applicability

0240-01-02-.03 Refunds

0240-05-04-.01 Purpose. The purpose of this rule is to provide procedures by which Austin Peay State University (APSU) refunds unearned fees and charges to students. The federal statutory requirements for institutional refunds are found in Section 484B of the “Higher Education Act of 1965”, as amended. Regulatory refund requirements are contained in 34 C.F.R. 668.22. This rule is designated to meet the federal requirement for state law governance of refunds.

Authority: T.C.A. §49-8-203.

0240-05-04-.02 Applicability. The refund process applies when a student does not register for the period of enrollment for which he or she was charged; or, withdraws, drops out, is expelled from the institution or otherwise fails to complete the program on or after his or her first day of class of the period of enrollment for which he or she was charged. Refunds of all fees and charges must be in accordance with this rule except where required by federal law or regulation to be otherwise.

Authority: T.C.A. §49-8-203.

0240-05-04-.03 Refunds.

- (1) Refunds consist of any unearned tuition, fees, room and board, and any other charges assessed or expended, but unearned or unused. Unless otherwise specified, or required by federal law, refund calculations shall be subject to the same refund policy as maintenance fees.
- (2) Tuition-Fee Refunds.
 - (a) Refunds are 100% for courses canceled by APSU.
 - (b) Changes in courses involving the adding and dropping of equal numbers of Student Credit Hours for the same term at the same time require no refund or assessment of additional maintenance fees. The change of course fee would be applicable.
 - (c) The basic refund for withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. There is no refund after the 25% period ends.
 - (d) For summer sessions and other short terms, the 75% refund period and the 25% refund period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.

- (e) All refund periods will be rounded to whole days and the date on which each refund period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.
 - (f) A 100% refund is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
 - (g) A 100% refund will be provided for students who enroll under an advance registration system but who drops a course or courses prior to the beginning of the first day of class.
 - (h) A 100% refund will be provided to students who are compelled by APSU to withdraw when it is determined that through APSU error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.
 - (i) When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75% and 25% refunds will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
 - (j) The refund percentage is applied to the difference between the per hour rate (or maximum) for the number of credit hours immediately before the drop or withdrawal and the number immediately afterward.
- (3) Out-of-State Tuition Refunds.
- (a) The refund provision for out-of-state tuition is the same as that for tuition. A 75% refund is made for the same period and a 25% refund is made for the same time period. When 100% of maintenance fees are refunded, 100% of out-of-state tuition also is refunded.
 - (b) Calculation procedures are the same as those specified for tuition.
- (4) Debt Service Fee Refunds. Debt service fees will be subject to the same refund policy as maintenance fees.
- (5) Refund of Residence Hall/Apartment Rent and Deposit Refunds.
- (a) Refunds of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall:
 - 1. Because of personal medical reasons confirmed in writing by a licensed physician; or,
 - 2. At the request of the institution for other than disciplinary reasons.
 - (b) Full refund will be made in the case of the death of the student.
 - (c) Withdrawals for other reasons will be subject to the same 75% and 25% amounts and time periods as maintenance fees.
 - (d) No refunds will be made other than under the above conditions.

- (e) Residence hall reservations and breakage deposits will be refunded in full:
1. If the institution is notified by a specific date which it establishes, but which may not be later than fourteen (14) calendar days prior to the first official day of registration;
 2. If the student is prevented from entering APSU campus because of medical reasons confirmed in writing by a licensed physician.
 3. If residence hall space is not available; or
 4. In the case of the death of the student.
- (6) Meal Plan Refunds. Meal plans may be prorated based on cancellation and refund eligibility.
- (7) Refunds for Active Members of the Military or National Guard. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.

Authority: T.C.A. §49-8-203.



Agenda Item: D.

Date: December 1, 2017

Subject: 2018 Selection Process of Board of Trustees Student Member

Action Recommended:

Background Information:

Public Chapter 869 (2016) also known as the Focus on College and University Success (FOCUS) Act established that the Trustees select a nonvoting student member to be appointed to serve on the Board for a term of one (1) year. The Board heard an overview of the selection process and elected the first student member at its inaugural meeting on March 30, 2017.

The recommended action is that the Academic and Student Affairs Committee conduct a review of the materials of the finalists and vote for one (1) student whose name will be forwarded to the full Board for confirmation at the March 2018 meeting to serve a one (1) year term beginning on May 5, 2018 (the day after Commencement) and running through the 2018-19 academic year.

Proposed Implementation Date: Upon approval.

Item Details:

2017 Selection Process for Austin Peay State University Board of Trustees Student Member

- Create mechanism for students to apply electronically
 - Provide a link to a form on the FOCUS Transition webpage that will enable students to complete the application form; attach letter(s) of recommendation, resume, and transcript; and submit via email (NOTE: will also have provision for students who cannot use this technology to bring application to Student Affairs)

- Communicate invitation to apply for Student Trustee broadly to students/faculty/staff, encouraging interested students to apply and faculty/staff to personally contact students who they believe would be good applicants
 - Initial Gov Says or Sentinel communication to all students with information
 - Gov Says or Sentinel to all faculty and staff with information and encouraging them to identify qualified students to apply
 - Student Affairs email to all students who meet semester hour criteria
- Student Affairs will accept applications via email or in person
 - Will confirm student's reported GPA
 - Will confirm student's judicial record
- Establish a screening committee to accept and review all applications and identify students to be invited to interview with the screening committee:
 - Student Government Association appointed representative
 - Student Organization Council appointed representative
 - VP of Student Affairs appointed at-large representative
 - Dean of Students
 - Executive Assistant to the President
- After conducting interviews, screening committee will forward 3-5 names (with application packet and interview notes identifying strengths and weaknesses of each applicant) to University President for review
- President to forward 3-5 names to the Board of Trustees with comments as appropriate

Information Item: B.i.

Date: December 1, 2017

Subject: Review of Contracts and Agreements

Action Recommended: Information Item

Background Information:

The following constitutes a record of business transacted at the University since the previous meeting of the Board of Trustees under the authority of the Board Policy 1:024 (*Board of Trustees Delegation of Authority*), which grants the President authority to act for the Board regarding all matters concerning contracts and agreements between the University and an outside entity.

Item Details: See attached



BOARD OF TRUSTEES



Austin Peay State University Contracts total value over \$50,000 Approved from August 16, 2017 through October 15, 2017

| <u>Contractor</u> | <u>Description of Contract</u> | <u>Department</u> | <u>Yearly Amount</u> | <u>Start Date</u> | <u>End Date</u> | <u>Competitive</u> |
|---|--|------------------------------------|----------------------|-------------------|-----------------|--------------------|
| Nuventive | Provision of program/unit-level institutional effectiveness/outcomes assessment software | Academic Affairs | \$ 88,250.00 * | 10/3/2017 | 10/2/2022 | Yes |
| Environmental Solutions & Innovations Inc | Subrecipient for the Fort Campbell Bat Survey per contract with Corps of Engineers | Grants | \$ (129,188.70) | 10/5/2017 | 10/5/2017 | Yes |
| Air Planning LLC | Football team charter to University Central Florida | Athletics | \$ 94,721.00 | 10/5/2017 | 10/5/2017 | Yes |
| Blackboard Inc. | Software Maintenance Renewal - Gvcs ID Card | University Facilities | \$ 56,228.00 | 6/16/2016 | 6/15/2021 | Yes |
| Goines Farms Contracting & Trucking | Fencing Removal and Replacement per RFQ 18-014 | University Design and Construction | \$ 59,438.00 | 9/13/2017 | 9/13/2017 | Yes |
| Cengage Learning | Online career development courses and personal enrichment refresher courses | Extended Education | \$ 75,000.00 | 6/12/2017 | 6/11/2022 | Yes |
| Dell Marketing LP | Microsoft Desktop Campus Licenses | Information Technology | \$ 93,549.36 | 9/1/2017 | 9/1/2017 | Yes |
| McIntosh Construction Co Inc. | Resurfacing and repainting northern portion of Drane Street from Marion to Farris RFQ 17-140 | Physical Plant | \$ 55,558.00 | 8/30/2017 | 8/30/2017 | Yes |
| Wise Coaches Inc. | Football team travel for Fall 2017 | Athletics | \$ 53,110.00 | 8/28/2017 | 11/1/2017 | Yes |
| Simon Roofing and Sheet Metal Corp | Material and labor to apply coating to the Tennis Center | Physical Plant | \$ 82,520.00 | 8/28/2017 | 8/28/2017 | No |
| Examiity Inc. | Online proctoring services per RFP 17-009 | Distance Education | \$ 75,000.00 | 1/19/2017 | 1/8/2018 | Yes |
| XO Communications LLC | 1 Gig Internet access for Housing network | Housing | \$ 63,868.33 | 7/1/2017 | 6/30/2018 | Yes |

*Nuventive's first year cost is \$88,250. Years two through five will be \$48,850.

**The red amounts reflect revenue contracts.

Information Item: B.ii.

Date: December 1, 2017

Subject: Review of State Building Commission Actions

Action Recommended: Information Item

Background Information:

The following constitutes a record of business transacted between the University and the State Building Commission since the previous meeting of the Board of Trustees under the authority of the Board Policy 1:024 (*Board of Trustees Delegation of Authority*), which grants the President authority to approve the disposal of real property for the University.

Item Details: See attached.