MIDDLE TENNESSEE SCHOOL OF ANESTHESIA

Reflecting Christ in Anesthesia Education

Faculty Handbook

www.mtsa.edu

315 Hospital Drive, P.O. Box 417, Madison, TN 37116

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Faculty Handbook

General Information

Introduction to Faculty Handbook

Explanation that this is to be a teaching manual and all other policies are located in Admin manual Faculty responsible for reading the administrative and student handbook.

Important Contact Information

Below is a list of MTSA contacts that may be relevant to faculty. For a full list of all MTSA staff and faculty, please contact Jean Baron-White.

Administrator on Call: 615-543-6233

IT Team
Aaron Hastings: Director
aaron.hastings@mtsa.edu 732-7847

Josh Aman: Assistant Director – Contact for Microsoft 365
josh.aman@mtsa.edu 732-7845

Julianne Westbrook: Coordinator, Learning Management (BrightSpace)
julianne@mtsa.edu 732-7895

Shaun Jones: Instructional Technology Assistant/ExamSoft Administrator
shaun.jones@mtsa.edu 732-7844

Click here for instructions on submitting an IT request.

Program Administrators
Rusty Gentry: DNAP Practice Doctorate
Rusty.gentry@mtsa.edu 732-7664

Leigh Taylor: Assistant Program Administrator, Practice Doctorate
Leigh.tayor@mtsa.edu 732-7850

Faith Jerde: Administrative Assistant
winnie.jerde@mtsa.edu 732-7851

Bill Johnson: DNAP Completion & Acute Surgical Pain Management Fellowship
bill.johnson@mtsa.edu 732-7846

Clinical
Ginger Miller: Director, Center for Clinical Simulation
Assistant Program Administrator, Clinical Affairs
ginger.miller@mtsa.edu 732-7848

Lynn Ray: Coordinator, Clinical Support
Lynn.ray@mtsa.edu 732-7669

Administration
Chris Hulin: President
chris.hulin@mtsa.edu 732-7841

Jean Baron- White: Executive Administrative Assistant
jean.white@mtsa.edu 732-7676

Maria Overstreet: VP of Academics and Institutional Effectiveness
m.overstreet@mtsa.edu 732-7893

Academic Support
Jessica Creason: Registrar – Contact for schedule, student academic concerns
Jessica.creason@mtsa.edu 732-7671

Caroline Bizot: Assistant Registrar – Contact for grades, student roster information, license/credential updates
Caroline.bizot@mtsa.edu 732-7853

Financial Aid
Jennifer Speer: Director, Financial Aid
Jennifer.speer@mtsa.edu 732-7884

Billing/HR
Jon Ronning: Vice President, Finance & Administration
Jon.ronning@mtsa.edu 732-7672

Learning Resource Center (LRC)
Amy Gideon: Manager, Learning Resource Center
Amy@mtsa.edu 732-7670

Building Management
Jim Dukes: Coordinator, Plant Operations
jim@mtsa.edu 732-7661

Admissions
Lyndsey Steen: Coordinator, Admissions
Lyndesy.steen@mtsa.edu 732-7662

Accreditation
Reviewed: 6/22/2022

Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
MTSA's Doctor of Nurse Anesthesia Practice (DNAP) degree and the ASPM Fellowship are accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), which is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation

(CHEA). The next accreditation review by the COA is scheduled for 2027 for the DNAP degree and 2026 for the ASPMF. For questions specifically about the professional specialty accreditation of MTSA, contact the COA at the following address:

10275 W. Higgins Rd., Suite 906
Rosemont, IL 60018-5603
Phone: (224) 275-9130
Website: https://www.coacrna.org

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Middle Tennessee School of Anesthesia (MTSA) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the degree of Doctor of Nurse Anesthesia Practice (DNAP). Questions about the accreditation of MTSA may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at the following address or by using information available on SACSCOC's website:

1866 Southern Lane
Decatur, Georgia 30033-4097
(404)679-4500
https://www.sacscoc.org

The next reaffirmation review by SACSCOC is scheduled for 2029.

Tennessee Board of Nursing (TBON)

MTSA has approval for the degree of Doctor of Nurse Anesthesia Practice (DNAP) from the Tennessee Board of Nursing (TBN). For questions about the Tennessee Board of Nursing's approval of MTSA, contact the Tennessee Board of Nursing at the following address:

State of Tennessee
Department of Health
Bureau of Health Licensure and Regulation Division of Health Related Boards
227 French Landing, Suite 300
Heritage Place Metro Center
Nashville, TN 37243
www.Tennessee.gov/health
1-800-778-4123

MTSA Committees

Listed below are the committees in which involvement from faculty is encouraged.

See the MTSA Administrative Manual – Appendix H for a complete listing and description of all MTSA Committees.

Faculty/Staff Committee (SM)

Reviews, integrates, and implements all daily activities of the School. Reports activities within each area to determine if any major projects exist with which any department or individuals may need assistance for timely completion.

Nurse Anesthesia Program Council (NAP Council)

The NAP Council has been given authority by the President to make programmatic decisions and have oversight of the educational programs of MTSA, both academic and clinical. This oversight includes curriculum, faculty development and evaluation, clinical affiliations, simulation, student services, information technology, and learning resources.

Interview & Admissions Committee

Interviews and selects applicant and alternate candidates from those who were extended an invitation to interview for student positions at MTSA. Recommend policies and criteria for admission of students.

Progressions Committee

Review reports from quarterly Faculty Committee, Admissions Committee, Screening Committee, and Appeals Committee, as needed. Deliberates and decides on student progressions and disciplinary issues relating to School activities, which includes advancement to the next level and graduation. Ensures decisions made and actions taken are in compliance with accreditation standards.

School Life Committee

The School Life Committee is designed to give voice to the MTSA student body, staff, and faculty. The function of this committee is to allow for focused discussion on how to improve the day-to-day life at MTSA. The faculty, staff, and student members will be charged with the identification of areas for improvement as well as to propose solutions to the challenges they identify. The action of this committee is designed to give responsibility and accountability to the membership for some of the day-to-day school activity. The committee is charged to be reflective upon improvements for the building, classroom, laboratories, and offices as well as areas the students frequent and the problems or situations that may arise in the day-to-day life at MTSA or the places they practice.

IT Committee

The purpose of the Information Technology Committee is to provide consistent oversight and direction to the continuous development, implementation, evaluation, and modification of information technologies that underpin the educational, communication, and data management systems at MTSA. The committee's role is to advise and inform administrative decisions that significantly influence related information technology issues and policies.

MSTA Program Information

MTSA program information can be located in the specific program's student handbook. Such information may include the COA specific and MTSA adopted student learning objectives, doctoral student learning objectives, academic and clinical standards, clinical facilities, current course sequencing and institutional calendar.

MTSA Mentor Information

The Quality Enhancement Plan (QEP), beginning in Fall, 2018, and continuing through the next five (5) years, is directed toward student success through intensive personalized mentoring throughout the student's tenure at MTSA. All faculty are considered mentors of students, as they interact daily and teach each cohort of students. Formal mentor relationships are assigned during the first semester. The student is assigned a CRNA mentor who will follow them throughout the three-year program. Specific forms will be developed to document interactions with the mentee, as well as a formal referral process for any additional resources that the student may require for their success. As this process develops over the next five (5) years, adjustments may be made and updated through this manual.

Outcome Criteria for Student Upon Graduation
(Doctorate Student Learning Outcomes/DSLOs)

Practice Doctorate

As per the COA Standards of Accreditation Practice Doctorate (last revised June 2016), graduates from MTSA's Doctorate of Nurse Anesthesia Practice (DNAP) program will acquire knowledge, skills, and competencies in patient safety, perianesthetic management, critical thinking, communication, leadership, and professionalism. Measurement of these DSLOs occur throughout the program in the course/clinical experience in which they reside.

Patient safety

The graduate must demonstrate the ability to:

1. Be vigilant in the delivery of patient care.
2. Refrain from engaging in extraneous activities that abandon or minimize vigilance while providing direct patient care (e.g., texting, reading, emailing, etc.).
3. Conduct a comprehensive equipment check.
4. Protect patients from iatrogenic complications.

Perianesthesia

The graduate must demonstrate the ability to:

5. Provide individual care throughout the perianesthetic continuum.
6. Deliver culturally competent perianesthetic care.
7. Provide anesthesia services to all patients across the lifespan
8. Perform a comprehensive history and physical assessment.
9. Administer general anesthesia to patients with a variety of physical conditions
10. Administer general anesthesia for a variety of surgical and medically related procedures.
11. Administer and manage a variety of regional anesthetics.
12. Maintain current certification in ACLS and PALS.

Critical Thinking

The graduate must demonstrate the ability to:

13. Apply knowledge to practice in decision making and problem solving.
14. Provide nurse anesthesia services based on evidence-based principles.
15. Perform a preanesthetic assessment before providing anesthesia services.

16. Assume responsibility and accountability for diagnosis.
17. Formulate an anesthesia plan of care before providing anesthesia services.
18. Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
19. Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
20. Calculate, initiate, and manage fluid and blood component therapy.
21. Recognize, evaluate, and manage the physiological responses coincident to the provision of anesthesia services.
22. Recognize and appropriately manage complications that occur during the provision of anesthesia services.
23. Use science-based theories and concepts to analyze new practice approaches.
24. Pass the national certification examination (NCE) administered by NBCRNA.

COMMUNICATION

The graduate must demonstrate the ability to:

25. Utilize interpersonal and communication skills that result in the effective exchange of information and collaboration with patients and their families.
26. Utilize interpersonal and communication skills that result in the effective interprofessional exchange of information and collaboration with other health care professions.
27. Respect the dignity and privacy of patients while maintaining confidentiality in the delivery of interprofessional care.
28. Maintain comprehensive, timely, accurate, and legible heathcare records.
29. Transfer the responsibility for care of the patient to other qualified providers in a manner that assures continuity of care and patient safety.
30. Teach others.

LEADERSHIP

The graduate must demonstrate the ability to:

31. Integrate critical and reflective thinking in his or her leadership approach.
32. Provide leadership that facilitates intraprofessional and interprofessional collaboration.

PROFESSIONAL ROLE

The graduate must demonstrate the ability to:

33. Adhere to the Code of Ethics for the Certified Registered Nurse Anesthetist.
34. Interact on a professional level with integrity.
35. Apply ethically sound decision-making processes.
36. Function within legal and regulatory requirements.
37. Accept responsibility and accountability for his or her own practice.
38. Provide anesthesia services to patients in a cost-effective manner.
39. Demonstrate knowledge of wellness and substance use disorder in the anesthesia profession through completion of content in wellness and substance use disorder.
40. Inform the public of the role and practice of the CRNA.
41. Evaluate how public policy making strategies impact the financing and delivery of healthcare.
42. Advocate for health policy change to improve patient care.
43. Advocate for health policy change to advance the specialty of nurse anesthesia.
44. Analyze strategies to improve patient outcomes and quality of care.
45. Analyze health outcomes in a variety of populations.
46. Analyze health outcomes in a variety of clinical settings.
47. Analyze health outcomes in a variety of systems.

48. Disseminate research evidence.
49. Use information systems/technology to support and improve patient care.
50. Use information systems/technology to support and improve healthcare systems.
51. Analyze business practices encountered in nurse anesthesia delivery settings.

DNAP Completion

Critical Thinking

The graduate must demonstrate the ability to:

- Provide nurse anesthesia services based on evidence-based principles. (14*)
- Use science-based theories and concepts to analyze new practice approaches. (23)

Communication

The graduate must demonstrate the ability to:

- Utilize interpersonal and communication skills that result in the effective interprofessional exchange of information and collaboration with other health care professions. (26)

Leadership

The graduate must demonstrate the ability to:

- Integrate critical and reflective thinking in his or her leadership approach. (31)
- Provide leadership that facilitates intraprofessional and interprofessional collaboration. (32)

Professional Role

The graduate must demonstrate the ability to:

- Adhere to the Code of Ethics for the Certified Registered Nurse Anesthetist. (33)
- Apply ethically sound decision-making processes. (35)
- Inform the public of the role and practice of the CRNA. (40)
- Evaluate how public policy making strategies impact the financing and delivery of healthcare. (41)
- Advocate for health policy change to improve patient care. (42)
- Advocate for health policy change to advance the specialty of nurse anesthesia. (43)
- Analyze strategies to improve patient outcomes and quality of care. (44)
- Analyze health outcomes in a variety of populations. (45)
- Analyze health outcomes in a variety of clinical settings. (46)
- Analyze health outcomes in a variety of systems. (47)
- Disseminate research evidence. (48)
- Use information systems/technology to support and improve patient care. (49)
- Use information systems/technology to support and improve healthcare systems. (50)

These DSLOs are adopted by MTSA from the mandated list by COA for completion degrees. The number in parentheses after each DSLO is the number associated with COA's list of 51 DSLOs for entry level programs.

Faculty Policies

Faculty Appointments

Policy Number: 4.1.101
Reviewed: 2014, 2018, 2022
Revised: 2000, 2003, 8/07, 1/09, 7/12, 8/18, 9/2022 BOT approved 11/2022

Recruitment: Annually, the Executive Vice President and Program Administrator discuss with the President the anticipated faculty needs for the upcoming academic year. When needs/vacancies are identified, MTSA places advertisements and notices in various publications to include professional publications, employment websites, and alumni materials. Individuals seeking employment must provide a current resume. After a formal interview process, references and any supporting documentation (such as licensures) may be requested. The final decision for hiring of faculty is at the discretion of the Executive Vice President, with input from the President and Program Administrator.

Retention: Faculty appointments are made based on the abilities of the applicant and availability to meet the scheduling demands of the class or classes to be taught. All appointments of faculty are reviewed for reappointment annually. The Executive Vice President and Program Administrator meet with each faculty on an annual basis to discuss the faculty's performance evaluation, goals and objectives for the upcoming year, and agreement on workload assignment, including mentorship of students, scholarship, service, and committee representation. This annual faculty review and evaluation occurs each spring. Faculty evaluation may also include spontaneous classroom and simulation observation by administration.

Peer evaluation is encouraged but not mandatory.

Termination: Faculty may be terminated if evidence exists that his/her performance is not satisfactory, as curriculum needs change, or if the faculty is not supportive of the School mission, vision, values, and/or goals.

As MTSA is a graduate program, its academic faculty members who teach courses in the classroom are termed professors. These professors may be full-time or part-time.

- **Full-Time Faculty/Professors:** *[These are designated as Full-time on the Faculty Roster]*

  The faculty member who holds a terminal degree in their discipline [or are engaged in completing terminal degrees], whose major employment is for instructional purposes or who have administrative functions (i.e., President, Executive Vice President, Program Administrator, and Assistant Program Administrator are full-time faculty members. As a full-time CRNA, an additional responsibility may be to serve as a student mentor.

- **Part-time Faculty/Professors:** *[These are designated as Part-time on the Faculty Roster]*

  These faculty members teach in the classroom a minimum of one semester per academic year. They may or may not supervise or instruct students in a clinical site. These faculty members must hold the terminal degree in the discipline in which they teach. They may participate in selected committee functions. Depending upon the part-time faculty workload, they may also function as a student mentor.

- **Academic/Guest Lecturers:** *[These individuals may or may not be listed on the Faculty Roster]*

  Professionals with experience in a specialized area may be invited to become academic/guest lecturers, lecturing regarding their area of expertise. In this situation, there will be a faculty of record who holds the appropriate credentials for the degree level in the program, as the primary instructor.

Faculty Contracts

Policy Number: 4.1.102
Reviewed: 2014, 2021
Revised: 1998, 2000, 2003 8/07, 1/09, 3/12, 7/12, 3/14, 2/21 BOT approved 5/2021

Non administrative faculty members each sign a contract with Middle Tennessee School of Anesthesia (MTSA) which is reviewed for renewal annually by the appropriate Program Director. The position is reviewed and reaffirmed by the appropriate Program Director during an annual meeting with the faculty member to discuss performance and continuation of faculty appointment.

Clinical faculty members do not sign a specific contract with MTSA. MTSA appoints a CRNA clinical coordinator* for each clinical site with input from the affiliate anesthesia group (an anesthesiologist may serve in this capacity). A contract with the affiliate anesthesia group includes an agreement that its anesthesia providers will be clinical supervisors/instructors of MTSA students in the affiliation. The eligibility to instruct is determined by the affiliate; however, MTSA has the right to refuse to approve any clinical faculty member.

As of 2015, all clinical coordinators must possess a master's degree (doctoral preparation preferred).

Faculty – Criteria for Non-Anesthesia Professors

Policy Number: 4.1.103
Reviewed: 2000, 1/09
Revised: 1998, 2003, 8/07, 3/1/12, 7/12

Each non-CRNA academic faculty shall hold either the doctorate in his area or a minimum of 18 semester hours related to the area he teaches (MS level only). Record of any publications or presentations will be requested and placed in the faculty file at MTSA.

- Director of Institutional Effectiveness & Learning Resources

  The Director of Institutional Effectiveness & Learning Resources shall hold a master's degree or higher in Library/Information Science or Library-media and have past experience as a Librarian. Graduate work should include selection and utilization of instructional resources, cataloging and classification of instructional materials. He/she should be able to help with literature searches and offer, or arrange for, point of need instruction to students and/or faculty regarding basic computer function to include word-processing on Microsoft Word, Excel and Power Point Presentations. It is highly desirable that the person in this position should have experience with a wide range of communication and teaching technology. This individual will be a member of the Evaluation Committee, President's Council, Nurse Anesthesia Program Council, and Academic Faculty Development Committee.

- Religion Professor

  The religion instructor will be an active Seventh-day Adventist church member, preferably a Seventh-day Adventist pastor, with previous teaching experience and the minimum of a master's degree in theology, religious education or related major.

  Any alternative to above qualifications to any faculty descriptions are made only as the Nurse Anesthesia Program Council *may find appropriate and within the boundaries of criteria for accreditation of either the Southern Association of Colleges & Schools Commission on Colleges or the Council on Accreditation of Nurse Anesthesia Educational Programs*

Faculty Development/Orientation

Policy Number: 4.1.104
Reviewed: 2000, 2003, 2009, 3/12, 3/14
Revised: 1998, 8/07,7/12, 3/14

Each new academic faculty member meets with the Dean to discuss the course prior to a teaching assignment and is given an orientation to the facility. The new member is introduced to the Academic Schedule Coordinator who will be responsible for assisting the instructor with scheduling and copying and for initiating/maintaining faculty files. The faculty member is also introduced to the Vice President of Finance and Administration who reviews record keeping requirements and obtains necessary HR information.

Faculty Rank & Promotion

Policy Number: 4.1.105
Reviewed: 2003, 8/07, 1/09, 1/21 review only
Revised: 1998, 2000 3/1/12

Faculty are classified as either full-time or part-time and may have assignments in the academic and/or clinical areas. There is no tenure, and there are no designated ranks or promotions.

Academic Faculty Evaluation

Policy Number: 4.1.106
Reviewed: 2014, 2018, 2022
Revised: 2000, 2003, 8/07, 1/09, 3/12/, 7/12, 9/12, 8/6/18, 6/22/2022, 9/2023

Purpose: Academic Faculty members are evaluated by students at the conclusion of each semester, during which they have taught a course to assess whether they are teaching the content area specified, and that the methods used are effective for student learning.

Standards for evaluation of Academic Faculty by students address the following areas, utilizing a 1 - 5 Likert Scale:

1. Materials presented clearly.
2. Tested on material covered in the course.
3. Was accessible for questions.
4. Communicated learning expectations.
5. Provided professional support to students by encouraging a climate of mutual respect
6. Conveyed enthusiasm and interest in teaching.
7. Demonstrated high professional standards.

In addition, the student is requested to give an evaluation of any guest lecturer who participated in this course, as well as any other constructive comments about the course.

PROCEDURE:

Procedure for Evaluating Full-Time and Part-Time Academic Faculty:

- The Executive Vice President supervises the collection of all course outlines of all academic faculty members.
- The Executive Vice President supervises the collection of samples of all tests given by each instructor in each course.
- The Executive Vice President directs the preparation and distribution of grades as indicated.
- The Executive Vice President directs the distribution and collection of the faculty self-evaluations.

- The Executive Vice President directs the distribution and collection of the results of the student evaluations of the academic courses/instructors.
- The Executive Vice President oversees scheduling of classes and may visit the classroom of any instructor.
- The Executive Vice President and the Evaluation Committee review the above material on at least an annual basis.
- An evaluation of faculty members by the Executive Vice President is made on an annual basis, utilizing the collected materials.

Frequency:

- Full-time and Part-time Faculty evaluation, notification, and contract renewal is on an annual basis.
- Faculty members teaching in multiple quarters will have evaluations by students at the termination of each quarter, which are reviewed by the Evaluation Committee. However, notification per letter is done on an annual basis.

Review:

The quarterly Evaluation Committee meeting provides a report to and makes recommendations regarding faculty status to the Nurse Anesthesia Program Council via the Executive Vice President. Evaluation Committee members will have access to composites of faculty evaluations by students. Any academic faculty member may see his/her own composite of student evaluations, which are kept in the office of the Registrar.

Access to records: To protect student anonymity, academic instructors have no access to student academic evaluations directly. However, they may have access to the Medatrax-compiled summary of the students' evaluations. No faculty member (exclusive of full-time faculty who are members of the Evaluation Committee) or clinical faculty member (exclusive of Clinical Coordinators), may inspect the records or evaluations of another faculty member without the other faculty member's written consent.

Faculty Self-Evaluation

Faculty members in MTSA's DNAP Programs will complete self-evaluations annually. These evaluations will be characterized by the six standards of excellence in scholarship, listed below, as defined by Boyer:

- Clear goals
- Adequate preparation
- Appropriate methods
- Outstanding results
- Effective communication
- Reflective critique

Additionally, the curriculum of MTSA's CRNA DNAP Completion Program (and, therefore, the work of the faculty) naturally reflects Boyer's four "separate yet overlapping"* meanings of scholarship: the scholarship of discovery [including research], the scholarship of integration [including using an interdisciplinary extension of current practice beyond the boundaries of the present], the scholarship of application [including service], and the scholarship of teaching [including a reflection on one's teaching methods and student outcomes, comparing them to a study of the literature about teaching, and a willingness to try new things.]

*Boyer, EL. Scholarship Reconsidered: Priorities of the Professoriate. Princeton, NH: Carnegie Foundation for the Advance of Teaching, 1990.

Faculty Member Responsibilities

Policy Number: 4.1.107
Reviewed: 1/09, 3/12, 3/14

1. In relating to students, faculty members are guided by a respect for human dignity and recognition of the infinite worth of an individual. By their teaching and example, they seek to:
    ◦ Inspire students to set for themselves the highest goals of personal achievement, and
    ◦ Guide them in the development of Christian values.
2. Faculty members have the prerogative to present to School Administrators evidence of matters that are detrimental to the student and/or to the welfare and good name of the School.
3. Faculty members are urged to keep close touch with students through personal dialogue and by attending School sponsored functions.

Faculty / Student Relations

Policy Number: 4.1.109
Reviewed: 1998, 2000, 2003, 3/14
Revised: 8/07, 1/09, 3/12, 7/12, 3/14, 9/2023

- Faculty Office Hours

    Most full-time faculty members have offices on the campus and are available upon appointment to meet with students.

    Full-Affiliated and part-time academic faculty members are available to make appointments to speak with a student either directly or through the Academic Schedule Coordinator. Faculty offices are available at MTSA for faculty ~~for~~ consultation with students.

- Faculty Phone Numbers

    Full-time faculty phone numbers are posted and given to each student as well as listed in the syllabus. Full Affiliated and part-time faculty may give their phone numbers in their class introduction, and contact information will be listed in the course syllabus.

- Faculty Advisors

    CRNA faculty members assist the Executive Vice President in student evaluations and act as CRNA Student Advisors. The function of these individuals is to be a CRNA advisor to students throughout the program as needed. Also, at defined intervals the student has a scheduled personal conference with this advisor, who reviews and discusses both the clinical and academic performance of the student. This advisor will also seek a self-evaluation from the student and assist in identifying the student's strengths as well as make recommendations for improvement, if indicated.

    The Executive Vice President is the full-time MTSA administrator who has the primary responsibility for interim student advisement, or advisement beyond the capacity of the faculty advisors. However, if the student chooses, both the Assistant Program Administrator and the Director of Student Relations are also available for student advisement.

- Director of Student Relations
    ◦ Chairs the Student Relations Committee (*Ad Hoc*)
    ◦ This individual is responsible for fostering positive relationships between students, faculty, staff, and administration

- Actively participates in directing student concerns to appropriate MTSA committees and administration
- Serves as a mediator in difficult situations between students, staff, faculty, and/or administration

Faculty Input into the Budget

Policy Number: 4.1.110
Reviewed: 2003, 1/09, 3/14
Revised: 2000, 8/07, 7/12, 3/14, 2016

Academic faculty are encouraged to submit annual requests to the Nurse Anesthesia Program Council for items to be considered for review and purchase, i.e., journal suggestions for the LRC, textbooks, simulation equipment, or other capital items. These requests are then forwarded to the President's Council, who then constructs proposed budgets to submit to the Finance Committee and the Board of Trustees.

Faculty Input for Student Support Services

Policy Number: 4.1.111
Reviewed: 3/14
Revised: 2003, 8/07, 3/1/12, 7/12, 9/2023

Those areas that are considered to be Student Support Service areas and involve faculty responsibilities are generally the following:

- Advising in academic and/or clinical areas
- Maintaining student grades for timely submission to the Academic Schedule Coordinator for records and distribution to students
- Providing the School with a list of major textbooks prior to enrollment so these can be provided to the student by Orientation Day (typically held in May)
- Preparing the course syllabi with details of expectations, grading system, and availability for consultation
- Providing the course syllabi to the Academic Schedule Coordinator in advance, so all can be ready and available for the students
- Meeting each class session for the full time period scheduled
- Acting as a professional in all associations with other faculty and students
- Overseeing the Student Support Services is one of the functions of the Executive Vice President

Faculty Member Termination

Policy Number: 4.1.112
Reviewed: 2000, 2003, 1/09, 3/14
Revised: 1998, 8/07, 3/12, 7/12, 9/2023

Full-time faculty can be terminated by the Executive Vice President, if the evaluation process reveals that the faculty member is ineffective as a teacher or if the faculty member does not adhere to the standards set by MTSA, either academically or morally.

Full Affiliated or part-time academic faculty can be terminated by the Executive Vice President if the evaluation process reveals the teacher is ineffective as a teacher or does not adhere to the standards set by MTSA either academically or morally.

Terminations will be reported to the President's Council and/or the Board of Trustees.

Separation of Faculty

Policy Number: 4.1.113
Reviewed: 2000, 2003, 8/07 1/09, 3/14
Revised: 1998, 3/12, 9/2023

- Resignation:
    - A full-time (non-administrative) faculty member wishing to resign before the ending date of his/her faculty contract period must give at least ninety (120) days notice, in writing, to the Executive Vice President.
    - A full-affiliated or part-time academic faculty member wishing to resign before the ending date of his/her faculty contract period, must give at least ninety (120) days notice, in writing, to the Executive Vice President before his/her course is scheduled to start.
    - Any part-time clinical faculty member wishing to resign from clinical instruction of students is asked to notify the Clinical Coordinator of the affiliating hospital according to the accepted protocol of the anesthesia group.
- Non-Reappointment:

    A full-time (non-administrative), full affiliated, or part-time academic faculty member will be notified in May of each year if he/she will not be offered an appointment for the next academic year. Non- reappointment to a specific course may not mean non-reappointment as a part-time faculty member. The faculty member may be offered the opportunity to teach a different course within the program in an area where he/she may have demonstrated more appropriate skills. As a courtesy to the faculty member, such notification is done in person or by a telephone call with a follow-up email and/or note placed in the faculty member's file.

Faculty Workload

Policy Number: 4.1.114
Reviewed: 3/2014 , 6/2022
Revised: 12/2016, 1/2017, 6/22/2022, 9/2023

Faculty Time Commitments:

A full-time faculty member with administrative responsibilities would not be expected to teach a full- time load, due to the additional administrative and program oversight responsibilities. The person may teach up to six (6) semester hours per semester, up to a total of 18 semester hours per academic year.

A full-time, non-administrative faculty member may teach up to a total of 12 semester hours per semester, or up to a total of 36 semester hours per academic year.

A part-time faculty member must teach a minimum of one (1) semester hour per academic year and up to eight (8) semester hours per semester, up to a total of 24 semester hours per academic year.

Maximum Teaching Workload

Faculty workload includes multiple activities including but not limited to: teaching, mentor/advisor, simulation instruction, testing, updating lectures, course development, curriculum design, committee membership, service to community, practice, and scholarly activities.

Each year the faculty meets with the Program Administrator and Executive Vice President to determine their teaching workload and other activities for the year.

Plan for Continued Open Access to Clinical Sites/ Facilities

Policy Number: 4.1.115
Reviewed: 5/10/17
Revised: 5/10/17

Purpose: To ensure compliance with all clinical facility sites, the following procedure will be followed by MTSA CRNA faculty who observe student performance in the clinical setting.

The Program Administrator, Assistant Program Administrators, and CRNA faculty will complete the necessary forms as required by any clinical site with whom MTSA has a contractual clinical agreement.

A. Health Screening Forms: This form may include proof of titers of: varicella, measles, mumps, rubella, hepatitis B, TB skin test, Influenza vaccination, Pertussis booster since age 18.
B. Overview of Privacy Policies Form: This form must be read and signed by each individual requiring access.
C. Any other *Site Specific* form that a clinical site/facility may require.

Copies of these forms will be sent to the site Clinical Coordinator, and copies will also be kept on file in each faculty file by the Coordinator of Clinical Support for future reference.

MTSA Program Administrator, Assistant Program Administrators, or their CRNA designee may be provided a Visitors Badge from a specific clinical site that must be worn at all times during an on-site visit to operating room facilities during review of student performance.

Any COA (or other accrediting body) reviewer must have the same documentation above provided for proof of immunizations and review of privacy policies prior to any on-site visit, as determined by the specific clinical site.

The names of any COA (or other accrediting body) reviewer must be provided to MTSA in advance of an on-site review to assure that the proper documentation has been provided to any specific clinical site and to have a Visitor Badge provided from that site (if required). The COA (or other accrediting body) reviewer must wear the Visitor Badge at all times during the on-site review of the OR facilities and student performance.

To ensure continued, uninterrupted access to the OR facilities at all contracted clinical affiliates:

1. The MTSA Program Administrator and Assistant Program Administrators will review these requirements at least annually with the Coordinator of Clinical Support at MTSA, as well as with each Clinical Coordinator on the annual site visit, as required by the Council on Accreditation (COA). This will be documented in the Clinical Site Visit form.
2. Should any requirements to access change, MTSA will notify COA immediately, via email, so that any COA (or other accrediting body) reviewer will be made aware of the changes in documentation requirements, and MTSA Program Administrator and Assistant Program Administrators will complete any additional requirements for access to clinical affiliates.

Program Administration Policies

Academic Governance Policy

Policy Number: 4.1.116
Reviewed: 8/6/2018
Revised: 8/6/2018

The purpose of MTSA's Academic Governance Policy is to ensure that an open and cooperative relationship exists between MTSA faculty and administration. MTSA recognizes that a check and balance must exist between faculty and administration. This collaborative process ensures that MTSA faculty have the authority to execute the content of the educational program and have responsibility toward its quality and effectiveness. Faculty must be cognizant of MTSA's mission when executing any curricular revision, academic policy development, and resource allocation and consumption.

Academic governance comprises the structures and processes upon which relevant academic matters and issues are discussed, considered, and resolved in a respectful and collegial manner. Through these collaborative activities, qualified academic and administrative individuals are able to review existing policies and formulate, recommend, and implement new policy. The specific role of faculty in this shared-role governance is based in the institutional committee structure. The committee names, membership and responsibilities and reporting of each of these bodies are found in the *MTSA Faculty Handbook.* Below are the committees in which faculty have representation.

Nurse Anesthesia Program Council (NAP Council)

The NAP Council has been given authority by the President to make programmatic decisions and have oversight of the educational programs of MTSA, both academic and clinical. This oversight includes curriculum, faculty development and evaluation, clinical affiliations, simulation, student services, information technology, and learning resources.

Interview & Admissions Committee

Interviews and selects applicant and alternate candidates from those who were extended an invitation to interview for student positions at MTSA. Recommend policies and criteria for admission of students.

Progressions Committee

Deliberates and decides on student progressions and disciplinary issues relating to School activities, which includes advancement to the next level and graduation. Ensures decisions made and actions taken are in compliance with accreditation standards as well as academic policies of MTSA.

School Life Committee

The School Life Committee is designed to give voice to the MTSA student body, staff, and faculty. The function of this committee is to allow for focused discussion on how to improve the day-to-day life at MTSA. The faculty, staff, and student members will be charged with the identification of areas for improvement as well as to propose solutions to the challenges they identify. The action of this committee is designed to give responsibility and accountability to the membership for some of the day-to-day school activity. The committee is charged to be reflective upon improvements for the building, classroom, laboratories, and offices as well as areas the students frequent and the problems or situations that may arise in the day-to-day life at MTSA or the places they practice.

Information Technology Committee (Informatics)

The purpose of the Information Technology Committee is to provide consistent oversight and direction to the continuous development, implementation, evaluation, and modification of information technologies that underpin the educational, communication, and data management systems at MTSA. The committee's role is to advise and inform administrative decisions that significantly influence related information technology issues and policies.

Academic Freedom

Policy Number: 4.2.101
Reviewed: 1998, 2000,2003, 5/2018

Academic freedom is defined as the right to investigate, to instruct, and to publish, within the area of the faculty member's competence and appointment. The BOT and MTSA administration seek to foster a climate favorable to freedom of teaching and research. In a Christian school, academic freedom is further understood to carry certain responsibilities to one's God, colleagues, school, students, and the state. Faculty members are expected to exercise their right of academic freedom within a framework of commitment to Christian values and mores. In addition, guidelines from the Council on Accreditation of Nurse Anesthesia Educational Programs and/or the Southern Association of Colleges and Schools Commission on Colleges regarding content and hours for CRNA graduate programs must be followed.

1. The faculty member should see it both as a right and a duty to maintain a high level of personal integrity and professional competence and to teach his discipline in harmony with Christian principles, keeping in mind the Seventh-day Adventist heritage and principles upon which the School was founded and continues to operate.
2. It is the faculty member's responsibility to use the freedom of his office in an honest and persistent effort to search out and communicate truth.
3. The faculty member is entitled to freedom in the publication of his findings, subject to the provisions of the paragraph quoted above, and satisfactory performance of his assigned duties. Research for monetary gain, however, should be based upon an understanding with the President's Council.
4. The faculty member, entitled to freedom in the classroom in presenting his/her subject, should use care, however, in expressing personal views, discussing material not related to the subject taught, or dealing with topics for which he has no special training or competence.
5. The faculty member should be prepared both to support the right of his colleagues to academic freedom and to interpret his own freedom in a way responsible to them and to the School. An atmosphere of mutual respect and confidence is thus maintained.
6. When the faculty member speaks or writes as a private citizen, he is free to express his views. However, because it is highly likely that the public will judge the School by his statements, he is expected to exercise due restraint and respect for the Seventh-day Adventist Christian traditions of the School.

The School accepts the responsibility for publishing an official statement of educational philosophy, its own policy on employment and academic freedom, and a procedure available to the faculty member who thinks himself aggrieved. The potential faculty applicant accepts the responsibility for informing himself of his obligations as guardian of the distinctive character of the School, as one who personally subscribes to its philosophies and goals.

Clinical Affiliate Contracts

Policy Number: 4.2.102
Reviewed: 2000, 1/09, 2014
Revised: 3/03, 3/1/12, 2014, 9/2023

The desirability of providing students with enrichment to their learning experience through affiliations with other health care institutions is recognized by Middle Tennessee School of Anesthesia.

Currently, contracts are established with various clinical facilities in the Middle Tennessee region as well as one pediatric affiliation in Ohio. In the final three months of the program (senior elective), students are allowed to select another clinical affiliate that meets COA criteria and is willing to enter into a contractual agreement with MTSA. The School keeps a current contract on file for each facility in which a student rotates.

Prior to initiating a new clinical affiliation, the School should seek from the proposed affiliate certain information regarding the total number of cases and numbers of specific cases performed in the proposed affiliate. This criteria determines the value of the potential affiliation.

The following should be considered when developing a contract:

1. MTSA's 501 (c)(3) non-profit status,
2. Both the hospital(s) and any anesthesia group(s) need to be parties to the contract as well as MTSA, with the obligations of each stated
3. Goals of the clinical training in the following areas:
   a. pre- and post-operative care
   b. actual induction of anesthesia
   c. actual administration of anesthesia
   d. emergence from anesthesia
   e. any special areas of focus (i.e. pain management, regional anesthesia)
4. At all times, students are to be under the direct supervision of an appropriately credentialed instructor (CRNA or Anesthesiologist) (According to current COA Standards, direct supervision means that the supervisor is within the suite of rooms where the anesthetic is being performed.)
5. Ratio of students to instructors cannot exceed 2:1
6. Address students' compliance with rules and regulations of the affiliate institution, orientation to these regulations, and consequences if not adhered to
7. School should supply a clause identifying the amount of liability insurance with which the student is covered
8. Students will adhere to universal precautions
9. Approximate student hours per week
10. Students are not considered employees and are not to be reimbursed for anesthetics performed

The School prefers to avoid indemnity clauses, and any wording that would imply an indemnity clause must first be checked with MTSA's insurance company to assure this is within the bounds of MTSA's insurance coverage. However, should hospitals insist that an indemnity clause be inserted, MTSA should have the insurance underwriter review the clause for approval. New or unusual wording in any proposed contract should be cleared with either or both the insurance company and the School's attorney. A statement of insurance should be submitted with each contract agreement to the affiliate.

The agreements typically continue indefinitely, subject to termination by either party with appropriate notification. Should termination be activated, the time frame for termination of agreements ranges from 30 – 90 days and is designated in each contract. Some institutions prefer that the contracts be reviewed annually. In this event, that institution usually initiates the review. If not reviewed sooner, MTSA reviews and updates contracts every three years. After this MTSA review, a letter, along with a copy of the current affiliation agreement, is mailed to the institution asking if changes need to be made or if the affiliate is satisfied with the existing contract. This letter may be initially directed to either the anesthesia group or the administration of the hospital, as both parties must sign the renewal.

The signed contracts, copies of the letters of review, and any responses to these letters of review should be maintained in locked, fire-proof file cabinets.

The agreement must have signatures from appropriate representatives from the parties of the contract. This typically will include the following:

From MTSA	President and Executive Vice President
From Anesthesia Group	Chief Anesthesiologist
From the Hospital	Chief Operating Officer or appropriate title

Clinical Clock Hours to Academic Credit
Policy Number: 4.2.103

Middle Tennessee School of Anesthesia (MTSA) uses the following ratios when converting student clinical clock hours to academic credit:

- DNAP PD Program students (prior to CRNA certification):
  Ratio of four (4) clinical clock hours to one (1) academic credit hour.
- Programs for students with CRNA certification:
  Ratio of three (3) clinical clock hours to one (1) academic credit hour.

Curriculum Planning, Review, & Revision

The Middle Tennessee School of Anesthesia curriculum planning, review and revision reflect the philosophy of the School that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. In keeping with this belief, the faculty, staff, and administration shall seek to collaboratively provide a balanced program between the didactic and clinical phases, so that concurrent knowledge and skills may be developed. Learning of both intellectual and technical skills should start with the basic and simple, and progress in logical steps to the more complex and advanced; each step building on previous knowledge and skill. Throughout the entire educational process, the spiritual aspect, like a golden thread, is encouraged to be emphasized in the daily lives of administration, faculty, staff, and students, for their benefit and for the benefit of their patients.

MTSA will implement an entry to practice curriculum that has academic and clinical experience integrated throughout the program. As the curriculum of MTSA is reviewed and revised, it will maintain a balance between academics and clinical assignments. A major responsibility of the NAP Council is to recommend revisions of the academic curriculum at its spring meeting or at other meetings, if necessary. Additionally, it determines the need for changes in the clinical curriculum with input from the Clinical Faculty Committee. All academic faculty members are encouraged to attend NAP Council meetings, but especially the spring meeting for a general discussion of the total academic curriculum (program). Academic faculty members are requested via email to make budgetary requests for the coming year. These requests are collected at the spring NAP Council meeting and are submitted to the Nurse Anesthesia Program Council, which then submits the requests to the President's Council.

The Outcome Criteria (educational goals) for student achievement and Learning Objectives for clinical achievement shall be reviewed annually and revised as necessary by the NAP Council. These objectives are to be written in measurable behavioral terms. All clinical objectives are reviewed annually by the Clinical Faculty and NAP Councils.

Curricular content is evaluated via review of the content outlines from the syllabus for each course, scores of the graduates on the National Certification Examination (NCE), which is composed by the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA), and the scores of current students on the Self-Evaluation Examination (SEE), which is also composed by the NBCRNA. The Program Administrator reviews all formal courses and assures that specific objectives and content outlines exist for each. This review is reported to the NAP Council.

The Council on Accreditation (COA) requirement of minimum hours in each subject area is reviewed relative to the actual hours taught at MTSA and reported to the Nurse Anesthesia Program Council and NAP Council. The NBCRNA required and recommended total numbers of cases and numbers of specific clinical experiences will be reviewed for compliance. The master class schedule reflecting the sequence of subjects and required class/clinical hours per

quarter will be reviewed. As changes in the clinical requirements are made by either the COA or NBCRNA, MTSA's ability to comply with these changes is assessed and reported to the Nurse Anesthesia Program Council and NAP Council.

Planning for and recommending to the President's Council, additions or changes to provide adequate and appropriate learning resources is a responsibility of the Nurse Anesthesia Program Council. The previous years' evaluations of the Learning Resource Center, which include technology in the computer lab, are reviewed by the Evaluation Committee.

Recommendation for revision of the curriculum, additions to learning resources, and need for additional simulation models may be made by the NAP Council and/or by the Nurse Anesthesia Program Council to the President's Council. The President's Council may accept, modify, or reject the recommendation. In addition, should it be determined that alteration in the curriculum, additional learning resources, or models are needed on an interim basis, the Nurse Anesthesia Program Council is authorized to make the needed alterations exclusive of the NAP Council's recommendations.

Development of Library Collections

Policy Number: 4.2.105
Reviewed: 2014
Revised: 1998, 7/02, 8/07, 3/14, 9/2023

The Research & Library Assistant, academic faculty, researchers (students and faculty), President, and Executive Vice President, and Assistant Program Administrator are requested to evaluate the LRC regularly. This evaluation contains a request to review the holdings of the LRC and to offer suggestions for additions. Publications in anesthesia and anesthesiology are evaluated for potential purchase, on the basis of cost, cost-benefit ratio, and potential use in MTSA's program.

Some potential purchases are identified by announcements of monographs and journals to the Research & Library Assistant by virtue of her presence on library mailing lists, and to the Executive Vice President and Assistant Program Administrator by virtue of their presence on CRNA mailing lists. Other titles to be considered for purchase are submitted by faculty members and are almost always ordered. Student requests are given serious consideration, and if they are not honored, the requesting student is informed of the reason why.

If a monograph already in the collection is updated by a new edition, that new edition is almost always purchased. (If the older edition is reference, it is relegated to circulation, and the newer edition is made reference only. A notice is placed on the older, now circulating, edition that it has been updated by a volume available in reference. If the older edition is in circulation, it is offered to students or discarded once the new edition is in place.) If a monograph were to be updated by a new edition that MTSA opted not to purchase, discarding the edition we owned would be seriously considered.

Indexing in the National Library of Medicine's MEDLINE is a major criterion for evaluating new anesthesia journal titles. While it is acknowledged that a reasonable cost for a medical journal is likely to be higher than for a non-technical one, cost is a factor in the decision. While no exact figure can be given as a definition of "reasonable", consideration is given to frequency, size, and content, and the reputation of the publisher.

The Research & Library Assistant ensures that the Learning Resource Center maintains reciprocal lending agreements with other libraries to supplement any gaps in the collection. These agreements include FreeShare, a cross-regional library group for National Library of Medicine (NLM) libraries that would like to participate in free, reciprocal lending. To join, libraries must report serial holdings in NLM's DOCLINE and agree to exchange free interlibrary loans with other participants. The Librarian also belongs to Tennessee Health Sciences Library Association (THeSLA), a statewide library resource sharing group whose members participate in free reciprocal

lending practices. The MTSA Research & Library Assistant is a member of Association of Seventh-day Adventist Librarians (ASDAL), whose primary focus is electronic content licensing, and consists of 17 private academic libraries from three countries.

An additional consideration is available library space; and for this reason, frivolous purchases are unlikely. Non-anesthesia and non-medical materials are evaluated for basic reference value, and appropriate general interest.

Evaluation of Continuing Education Credit

Policy Number: 4.2.106
Reviewed: 2014, 2022
Revised: 2000, 2004, 8/07, 1/09, 3/12, 2016, 6/22/2022

In keeping with its mission of providing education in the specialty of anesthesia, and as a service to the CRNA community, from time to time, MTSA will seek authorization from the American Association of Nurse Anesthetists (AANA) to grant continuing education credit for selected topics of anesthesia taught in the School.

The MTSA Alumni Association may be invited to seek AANA authorization to provide continuing education to alumni in selected anesthesia topics and review courses.

Any Continuing Education offerings by MTSA are evaluated in the following manner:

- Each lecture and the lecturer are evaluated by the participating learner(s) or attendee(s). Summaries of these evaluations are submitted to the Evaluation Committee for review.
- Based on review by students, alumni, and review of the curriculum of MTSA, the Evaluation Committee or Alumni Committee may make recommendations to the Nurse Anesthesia Program Council which may include:
  ◦ to continue or discontinue the Continuing Education service;
  ◦ to suggest additional topics and/or speakers;
  ◦ to determine if the current topics should be open to practicing CRNAs working in the Nashville community; and
  ◦ to offer to practicing CRNAs working in the Nashville community, continuing education services in a non-credit course format.
- The Academic Faculty Development Committee receives a report from the Continuing Education efforts.
- The Academic Faculty Development Committee may refer suggestions for speakers, which would involve cost over the standard hourly payment (currently the rate paid for lectures), to the Nurse Anesthesia Program Council for review prior to any decision to add such speaker to the Continuing Education Program.
- The President's Council has the authority to approve/disapprove expenditures outside that budgeted for the Continuing Education Program.

Information Regarding Class Preparation & Syllabi

Policy Number: 4.2.107
Reviewed: 2000, 2003, 2007, 2009
Revised: 8/08, 3/1/12

Faculty members shall prepare a syllabus for each course taught and provide a copy of the syllabus for each student enrolled in the class. One copy shall be kept in the office of the Academic Schedule Coordinator. The syllabus will set forth the course objectives, procedure, course requirements used for establishing student grades, and the means by which students may review their quizzes/exams in that course.

Faculty members should state in the syllabus if any policies may be changed during the quarter. If changes are made, they should provide students adequate time to meet any change in requirements or to adapt to any other changes. Faculty should inform students in writing when changes in policy are effective. Faculty members are encouraged to keep changes to a minimum.

Selection, Elimination, & Preservation of Resource Material

Policy Number: 4.2.110
Reviewed: 2000, 2003, 1/09, 3/12
Revised: 8/07, 3/14, 2016

- Selection

  Faculty instructing in any course may request that books related to their subject area be ordered for the Learning Resource Center. MTSA sets a high budgetary priority on the LRC and it is likely that all requests will be honored. Should the Nurse Anesthesia Program Council or the President's Council feel the policy is being abused; the policy will be made more stringent.

- Elimination

  Volumes will be retained until a newer edition is printed. At that time, the newest edition will be purchased. As the older edition is likely to contain very valuable information, and as there are space concerns in the LRC, the volume to be discarded will be made accessible to students for their library on a first come, first serve basis.

- Preservation/Replacement of Resource Material

  Certain texts will be designated as Reference material and will not circulate. These are the ones that will likely have recurring updated editions. There are certain volumes that are classics and may or may not circulate. In the event that a volume shows signs of deterioration and is a circulating book, it may be designated as non-circulating to prolong its life span. Should they deteriorate and new volumes are available, these new volumes may be purchased to replace the worn volumes. If no new volume is available, a decision will be made regarding having it re-bound or restored if possible.

- Removal of Resource Material

  Anesthesia is a dynamic field, and as the information base related to anesthesia is apt to be out of date or incomplete pharmacologically, older material may be relegated to the "Historical" or "Archival" collection. This designation denotes the information is not recent and should not be used to determine present techniques or agents. However, the history of anesthesia is not only interesting, but can show the progression of information, agents and techniques from the rudimentary to the current pharmacological and technological developments.

Ownership of Intellectual Property

Policy Number: 4.2.113
Reviewed: 3/14
Revised: 01/09, 6/30/16

All class materials created by faculty members in the employ of MTSA (whether for courses at MTSA or their courses at other institutions) are the property of the faculty member, other institution, and/or MTSA. Such class materials include, but are not limited to, quiz/test/exam questions, quizzes/tests/exams in whole or in part (to include individual questions), and any class materials created by the faculty member and distributed to students.

A faculty member, staff member, or student is entitled to full royalties from publications if the School paid no cost of travel, research, preparation of manuscript, or School/student labor. If a faculty or staff member or student obtains patent rights, he/she is entitled to full royalties, if the School paid no cost of travel, research, preparation of the patent, or School/student labor. If MTSA sponsors, pays for release time, provides funds for travel, production, or other related costs, the School and the faculty or staff member or student will sign a pre-contract indicating how MTSA would be reimbursed or how royalties would be distributed.

Guest Attendance at Lectures (RETIRED)

Policy Number: 4.2.114
Reviewed: 7/2021
Revised: RETIRED

- Guest Attendance:

  The informal guest may be allowed to visit pre-determined lectures within a class at MTSA, without tuition, fees, examinations, grading or credit, and no record is maintained. Any individual desiring to attend a lecture as a guest must have a prior student relationship with the school. Guest attendance during a lecture is at the discretion of the course instructor. The individual will not have access to tests, test material, or library services. Clinical Practicum, Simulation Lab, Research and Independent Study courses will not accommodate guest attendance. Attending lectures does not improve the individual's standing for admission. All guests must abide by MTSA policies while on campus. (Policies/handbook available online at www.mtsa.edu)

- Procedure for Attendance:
  1. The guest must obtain a "Request for Guest Attendance" form from the Office of Vice President of Academics.
  2. The guest must complete the form, and also have the course instructor complete the instructor portion.
  3. The guest must return the completed "Request for Guest Attendance" form to the Office of Vice President of Academics. At that time, the Assistant to the President will obtain a photocopy of the guest's driver license, to be attached to the request.
  4. The guest will receive a photocopy of the approved form.
  5. Any day the guest attends a lecture he/she must check in at the Office of Vice President of Academics, show the copy of the approved "Request for Attendance" form and place a *guest name tag* on the front of clothing for identification purposes.

MTSA: Request for Guest Attendance Form

The informal guest may be allowed to visit pre-determined lectures within a class at MTSA. without tuition, fees, examinations, grading or credit, and no record is maintained. Any individual desiring to attend a lecture as a guest must have a prior student relationship with the school. Guest attendance during a lecture is at the discretion of the course instructor. The individual will not have access to tests, test material, or library services. Clinical Practicum, Simulation Lab, Research and Independent Study courses will not accommodate guest attendance. Attending lectures does not improve the individual's standing for admission. All guests must abide by MTSA policies while on campus. (Policies/handbook available online at www.mtsa.edu)

(Please Print) *All information is required*

Student first name: _____ Middle:_____ Last:_____

Street Address:_____

City: _____ State: _____ Zip: _____

Cell Phone Number: (___)_____Home Phone Number: (___)_____

E-Mail Address: _____

- Are you currently enrolled at MTSA?   YES _____   NO _____
- Have you previously attended MTSA?   YES _____   NO _____
- What course do you wish to attend as a guest?

    Course Number: _____

    Course Title: _____

    Course Instructor: _____

****

Student Signature: _____

Instructor Signature: _____

Instructor Printed Name: _____

Vice President of Academics Signature: _____

Vice President of Academics Printed Name: _____

****

OFFICE USE ONLY: Copy of guest driver license obtained   YES _____   NO _____

Definition of Credit Hour (POLICY RETIRED 6.22.2022)

Policy Number: 4.2.115
Reviewed: 6/22/2022
Revised: 6/22/2022

MTSA defines a credit hour in accordance with federal regulation 34 CFR 600.2, as, "an amount of work that reasonably approximates not less than":

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

This is also in compliance with U.S. Department of Education (DOE), definition of a credit hour, as published in the "instructions" for completing Integrated Postsecondary Educational Data Systems (IPEDS) reports on 12-month enrollment and the 2012-2013 Federal Student Aid Handbook. The Glossary accompanying the IPEDS instructions defines a credit hour as:

A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

MTSA operates on a quarter system, with each quarter having approximately eleven (11) weeks. Credit for classroom work is awarded based on 11 clock hours of instructional engagement to equate to one quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, groupwork, and other activities that would normally occur during class time. Instructional engagement activities may occur in a face-to-face meeting or in a synchronous online class.