Preparing Tomorrow’s Workforce Through Partnership with Business/Industry

ADVISORY COMMITTEE HANDBOOK
2016-2017

HEALTH INFORMATION TECHNOLOGY PROGRAM

1480 Nashville Pike
Gallatin, TN 37066
www.volstate.edu
615.230.3330
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President’s Welcome

Thank you for your interest in participating on our Advisory Committee. Our faculty and staff rely on seasoned input from a range of community professionals to ensure that Volunteer State Community College has the latest information on which to base our program decisions.

We depend on our advisory committee members to share with the College the latest trends in the area’s workforce. Advisory committee members are also active participants in preparing our students for internships, service experiences and other pre-employment activities. Occasionally we may also ask that you participate in program or college accreditation processes. Finally, and perhaps most importantly, advisory committee members help share with the community the compelling story of our high quality career/technical education programs.

This handbook was developed based on faculty, staff, and advisory committee input. The purpose of the handbook is to align the advisory committee process with our College vision. Your active participation will help us achieve that goal.

On behalf of the faculty, staff, and students of Volunteer State Community College, we thank you for your interest and involvement in this very important endeavor.

Jerry L. Faulkner, Ph.D.
President
Vision for Career/Technical Education (CTE) Advisory Committees

- assist in positioning the College as a leader in regional education, workforce training, and economic development programming
- assist the College in developing mission-consistent educational and training solutions for area businesses and industries
- assist the College in effectively responding to community input regarding the determination of educational programs and curriculum
- assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies

Overview of CTE Advisory Committees

The career/technical advisory committees’ primary purpose is to advise and serve as the link between the College and the area’s business and industry community. Volunteer State’s career/technical programs are designed to prepare completers for entry-level positions in a variety of fields in the workforce, as well as preparing individuals currently in the workforce seeking career-advancement and/or enhancement training.

The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Properly functioning advisory committees help the College administration, faculty and staff members in ensuring that programs reflect the changing needs and interests of areas citizens, the business and industrial workforce, and the communities they represent. The committees shall be advisory only, having no administrative authority, and are not created to take away any of the rights and/or privileges of the College administration and program staff members.
The administration of Volunteer State Community College actively supports the important role of advisory committees. The College values the consultative nature of advisory committees and recognizes the significance of the advice, insight and feedback to faculty, administration and staff regarding the alignment of college programs with the area’s workforce needs. Advisory committees are called upon to be active participants in the program evaluation and effectiveness processes and curriculum review. Committee members also play a major role in assisting the program staff in the identification and development of clinical and internship training sites, and provide a vital service to the College by identifying and soliciting external sources of funding and support for the development of new programs and expansion and enhancement of existing programs.

**CTE Advisory Committee Structure and General Guidelines**

Committee membership represents a broad range of community leaders from business, industry, healthcare, government, and service agencies. The number of committee members varies with the specific program; however, every attempt is made to select a representative cross section for each program area. Many committees have a lay Chairperson who is elected by the committee members or appointed by the College. In addition to the appointed members of an advisory committee, the Division Dean and faculty responsible for the program, as well as the Vice President for Academic Affairs, attend committee meetings. On most committees, student representatives also serve as members.

Members are typically appointed for one to three years and may be re-appointed for additional terms. Service is, of course, voluntary on the part of appointed committee members.

Each advisory committee shall meet at least once a year. Special meetings may be called by the program staff or chairperson.

The majority of the duties and responsibilities of committee members are consistent from one committee to another. In some cases, however; external factors, such as variations in the levels of emphasis of a particular accreditation standard by an agency, may impact the actual duties and responsibilities of the members of that committee. A detailed listing of the primary duties and responsibilities related to the committee to which you have been appointed are outlined in Section 2 of this handbook.
Section 1. Health Information Technology Program

Program Description

This Associate of Applied Science (A.A.S.) degree program in Health Information Technology is specifically designed to prepare students for employment in the health care industry in maintaining health records in many kinds of agencies such as: hospitals, ambulatory health care facilities, industrial clinics, state and federal health agencies, skilled nursing facilities, group practice clinics, community health centers, student health centers, veterinary facilities, and other areas.

Health information technicians are responsible for performing a variety of technical health information functions in hospitals, clinics, nursing homes, insurance companies, physician groups and managed care companies. These functions include: organizing, analyzing and technically evaluating health information; compiling various administrative and health statistics; and coding using ICD-10-CM, ICD-10-PCS and CPT.

Other duties may include: maintaining and using a variety of health information indexes; special registries and storage retrieval systems; inputting and retrieving computerized health data; and controlling the use and release of health information. To fulfill these responsibilities, health information technicians must develop a broad range of clinical and technological skills.

Successful graduates are eligible to sit for the RHIT (Registered Health Information Technician) examination. The RHIT credential is recognized nationwide as proof of proficiency in Health Information Technology.

Application Process

- Submit an application to Volunteer State Community College (available online or call or visit the college)
- Submit a Letter of Intent to the Health Information Technology program – (available online or contact program director)
- Background check is required for entry into the program.
- Complete the VSCC medical history/ immunization report.
- Classes begin Fall semester
• Contact the Program Director and Instructor for information and advising.

Pre-HIT students should complete The Letter of Intent prior to August 1st to be eligible to begin classes in the Fall. Registration for HIT courses is limited, so you MUST apply by August 1. All HIT classes are offered online. Contact the Program Director at 615-230-3337 for site locations and program applications, or complete the online HIT Letter of Intent.

Accreditation

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

233 N Michigan Ave, 21st Flr
Chicago, IL  60601-5800

Program Faculty

Valerie Bowling, RHIA, Program Director, Associate Professor
B.S., University of Tennessee
B.A., University of Tennessee
Valerie.bowling@volstate.edu or 615-230-3337

Teresa Allen, RHIA, Instructor
A.A.S., Volunteer State Community College
teresa.allen@volstate.edu or 615-230-3766
## Clinical Sites for 2016-2017

<table>
<thead>
<tr>
<th>Clinical Sites</th>
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<tbody>
<tr>
<td>Bordeaux Long Term Care</td>
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<tr>
<td>Boulevard Terrace</td>
</tr>
<tr>
<td>Byrdstown Medical Center</td>
</tr>
<tr>
<td>Cannon County, Dekalb Community Hospital &amp; Stones River Hospital</td>
</tr>
<tr>
<td>Clarksville Health System, G.P., d/b/a Gateway Medical Center</td>
</tr>
<tr>
<td>Cookeville Regional Medical Center</td>
</tr>
<tr>
<td>Family Medical Care of Lebanon</td>
</tr>
<tr>
<td>Gallatin Health Care</td>
</tr>
<tr>
<td>HealthSouth Corporation</td>
</tr>
<tr>
<td>Hickman Community Hospital</td>
</tr>
<tr>
<td>Highpoint Health Systems</td>
</tr>
<tr>
<td>Horizon Medical Center</td>
</tr>
<tr>
<td>Life Care Centers of America of Old Hickory Village</td>
</tr>
<tr>
<td>Livingston Regional Hospital</td>
</tr>
<tr>
<td>Mabry Health Care</td>
</tr>
<tr>
<td>Marshall County Medical Center</td>
</tr>
<tr>
<td>Maury Regional Hospital</td>
</tr>
<tr>
<td>Metropolitan Hospital Authority dba Nashville General Hospital</td>
</tr>
<tr>
<td>Middle Tennessee Mental Health Institute</td>
</tr>
<tr>
<td>Middle Tennessee Pulmonary, LLC</td>
</tr>
<tr>
<td>NHC HealthCare of Columbia</td>
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<td>NHC HealthCare of Hendersonville</td>
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<td>NHC HealthCare of Murfreesboro</td>
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<td>NHC HealthCare - Scott</td>
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<td>NHC HealthCare Springfield</td>
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<tr>
<td>Northcrest Medical Center</td>
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<tr>
<td>Northridge Surgery Center</td>
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<tr>
<td>River Park Hospital</td>
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<tr>
<td>Saint Thomas Hospital West</td>
</tr>
<tr>
<td>Saint Thomas Midtown Hospital</td>
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<tr>
<td>Saint Thomas Rutherford County</td>
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<tr>
<td>Smith County Emergency Medical Services</td>
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<tr>
<td>Sumner Regional Medical Center</td>
</tr>
<tr>
<td>Tennessee Comprehensive Lung and Sleep Center</td>
</tr>
<tr>
<td>Tennessee Department of Health Cancer Registry</td>
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University Medical Center
Urology Associates, P.C.
Vanderbilt University Medical Center
Vanderbilt Eye Center
Vanderbilt Stallworth Rehabilitation Hospital
Veterans Affairs Medical Center
Wesley Neurology Sleep Center
Westmoreland Care & Rehabilitation
White County Community Hospital
Williamson County Hospital District
Willowbrook Health Systems
Wilson County Emergency Management Agency
Alvin C. York V.A. Medical Center
## Curriculum and Sequence of Offerings

### Associate of Applied Science - Health Information Technology

#### Required General Education Courses
Courses that Fulfill Minimum Degree Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area or Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>ENGL 1010</td>
<td>Communication: English Composition I</td>
<td>3</td>
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<tr>
<td></td>
<td>Humanities and/or Fine Arts</td>
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<tr>
<td>BIOL 2010</td>
<td>Natural Sciences/Mathematics: Human Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>BIOL 2020</td>
<td>Natural Sciences/Mathematics: Human Anatomy and Physiology II</td>
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<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total General Education</strong></td>
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</table>

#### Required Major Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Curriculum Area or Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHC 115*</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>INFS 1010</td>
<td>Microcomputer Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>HIT 115*</td>
<td>Introduction to Health Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>HIT 125*</td>
<td>Computer Applications in Health Information</td>
<td>3</td>
</tr>
<tr>
<td>HIT 212*</td>
<td>Classification Systems – ICD-10-CM</td>
<td>4</td>
</tr>
<tr>
<td>HIT 214</td>
<td>ICD-10-PCS</td>
<td>2</td>
</tr>
<tr>
<td>HIT 215*</td>
<td>Classification Systems – CPT</td>
<td>4</td>
</tr>
<tr>
<td>HIT 225*</td>
<td>Pathophysiologic Science</td>
<td>3</td>
</tr>
<tr>
<td>HIT 230*</td>
<td>Reimbursement Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>HIT 240*</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HIT 250*</td>
<td>Legal Aspects of Health Records</td>
<td>3</td>
</tr>
<tr>
<td>HIT 270*</td>
<td>Supervisory Management for Healthcare I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 275*</td>
<td>Healthcare Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 280*</td>
<td>Seminar in Health Information Technology</td>
<td>2</td>
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<tr>
<td>HIT 281C*</td>
<td>Professional Practice Experience I</td>
<td>3</td>
</tr>
<tr>
<td>HIT 282C*</td>
<td>Professional Practice Experience II</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total Major Core</strong></td>
<td><strong>49</strong></td>
</tr>
</tbody>
</table>

#### Total Degree Requirements

- **Total Degree Requirements**: 66

* Courses that are designated primarily for vocational/career programs. A number of these courses are accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. These courses are collegiate level work, but they have been developed with a purpose other
than being university parallel courses. Courses must be taken in sequence and are offered once per year.

Courses

**HIT 115* Introduction to Health Information Technology (4)**
This course is designed to introduce students to the principles of health information management. The development, content and management of the medical record will be explored as well as a basic overview of health care delivery systems. Emphasis is placed on hospital and medical staff organization, quantitative analysis, release of patient information, forms control and design, indexes and registers, regulatory and accrediting agencies, and the transition to the electronic health record. Three lecture; two laboratory hours per week.

**HIT 125* Computer Applications in Health Information (3)**
The purpose of this course is to provide students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments. Topics for discussion include clinical vocabularies, data repositories (including the various registries), master patient indices, health information abstracting, transcription, the computerized patient record, voice recognition technology and scanning. The use of databases, data collection methods, and the importance of data quality will be discussed. PREREQUISITE: HIT 115*

**HIT 212* Classification System ICD-CM (4)**
A study of the coding and classification of symptoms, diseases, operations and procedures according to the International Classification of Diseases, Clinical Modification (ICD-CM). PREREQUISITE: AHC 115*, HIT 225*. Three lecture, two laboratory hours per week.

**HIT 214 Classification Systems ICD-10-PCS**
This course is a study of the coding and classification of operations and procedures according to the International Classification of Diseases Procedural Coding System (ICD-10-PCS). PREREQUISITES: AHC 115 and HIT 225. COREQUISITES: HIT 212

**HIT 215* Classification Systems - CPT (4)**
A study of the descriptive terms and identifying codes for reporting medical services and procedures performed by physicians according to the latest edition of Current Procedural Terminology (CPT). PREREQUISITE: HIT 210* or permission of instructor.

**HIT 225* Pathophysiologic Science (3)**
A study of pathophysiologic processes of the human body with emphasis on the anatomic systems, disease entities, medications, laboratory tests, and imaging results. CO-REQUISITE: AHC 115, or permission of instructor.

**HIT 230* Reimbursement Methodologies (3)**
A study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care.

**HIT 240* Statistics (3)**
A study of health care data abstract systems; computation and display of statistical data for administrative use, health care planning and research; statistical terminology; uniform discharge data systems; birth and death registration, rules and regulations; and compilation of standard hospital statistics. PREREQUISITE: HIT 125*

**HIT 250* Legal Aspects of Health Records (3)**
A study of the principles of law as related to patient care and medical records, state and federal legislation regulating health care facilities and the delivery of health care services, release of
information, liability of health care providers and legal aspects of the hospital and medical staff organizations. PREREQUISITE: HIT 125*

**HIT 270** Supervisory Management for Healthcare I (3)
A study of the basic principles and theories of management for healthcare organizations focusing on management terminology, decision making, and the planning, organizing and directing functions as used in modern healthcare institutions. PREREQUISITE: HIT 125*.

**HIT 275** Quality Management in Healthcare (3)
A study of healthcare management with a focus on time management, performance appraisals and standards, positive discipline, and interviewing with a major emphasis on quality improvement techniques and application. PREREQUISITE: HIT 270*.

**HIT 280** in Health Information Technology (2)
A capstone course of research and testing based on all domains and knowledge clusters of the curriculum to prepare the student for national certification. PREREQUISITE: HIT 210*, HIT 240*, HIT 270*, HIT 281C*.

**HIT 281C** Professional Practice Experience I (3)
Students are assigned to various types of health care facilities to complete a supervised, professional practice experience in a health information management department. Emphasis is placed on provided opportunities for students to relate classroom theory to actual functions of a health information department, such as assembly and record analysis; medicolegal procedures; information retention; filing and retrieval; and the use of technology. PREREQUISITE: HIT 115*, HIT 125*, HIT 250*. COREQUISITE: HIT 270*. Sixty hours of clinical practice.

**HIT 282C** Professional Practice Experience II (3)
An extensive clinical practice experience in health care facilities, including a directed practice seminar in which student competency is tested. Sixty hours of clinical practice. PREREQUISITE: HIT 281C*. *

**HIT 290T** Independent Study in Health Information Technology (1) A course designed for the study of special topics in Health Information Technology.
Section 2. Health Information Technology Program Advisory Committee

Responsibilities/Activities of the Committee

HIT Advisory Committee members assist the College in program development and enhancement, help to set both short and long-range program goals, and assist the College in better understanding and interpreting community and employer needs.

The primary areas of committee emphasis and associated activities are as follows:

Curriculum and Instruction

- review and suggest revisions to course content
- compare/contrast curriculum with the needs of the profession
- identify and explore use of new technologies
- advise on labor market needs and trends
- review, recommend, and assist in obtaining instructional materials

Program Review

- review and recommend program goals, objectives, and evaluative benchmarks
- participate in program evaluation
- compare student performance standards to business/industry standards
- assess, recommend, and/or provide equipment and facilities
- participate in annual and long-term program planning and development
- assist in identifying new clinical sites
- assist in accreditation activities
Recruitment and Job Placement

- assist in recruiting new staff and potential students
- notify program faculty of area job opportunities for graduates
- provide or assist in obtaining cooperative work experiences, internships/externships, or service-based learning opportunities for students
- assist students in developing resumes and interviewing skills
- assist with career/job fairs and related activities
- assist in employment of graduates/program completers
- assist in conducting placement follow-ups with graduates and employers

Student Activities and Organizations

- support/encourage participation of students in professional and/or student HIT organizations
- assist students with career development opportunities
- organize/conduct workplace tours

Graduate and Faculty Professional Development

- support faculty participation in retraining and back to-industry technical skill building
- identify and support professional development opportunities for faculty and graduates

Community/Public Relations

- recommend the program to employers, community, and the media
- participate in student and faculty recognition activities
- promote special College and program events
- assist in developing and implementing program marketing plans
Resources

- participate in annual review of program’s resource needs
- identify external sources of program funding and other levels of needed support
- provide tours and field trips, job shadowing experiences, and speakers
- leverage community resources and broker community partnerships
- assist in identifying and addressing special program needs (i.e., scholarships, equipment, supplies, external funding support for program expansion, etc.)

Evaluations

- participate in the annual evaluation processes regarding both program and advisory committee effectiveness; assist in the identification and implementation of any corrective and/or enhancement action plans
- participate in an annual review of graduate placement data, employer satisfaction survey results, and graduate licensure/certification results
General HIT Committee Information

Meeting time: TBD

Dates: TBD

Fall Semester Meeting
Tentative Topics: Curriculum Update
Program Status
Program evaluation Report
Budget planning
Strategic initiatives

Spring Semester Meeting
Tentative Topics: Graduation
Placement
Advisory Committee evaluation process

Location: VSCC Annex, Building 400

Frequency of meetings: Once or Twice a year

Special called meetings: Only when necessary

Special Projects and Areas of Emphasis for 2016-2017

Clinical Site Enhancement: Ongoing
Student Orientation:
Site Visit:
Self-Study:
Graduation: May
# Committee Membership for 2016-2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Address</th>
<th>City State Zip</th>
<th>Email</th>
<th>Title</th>
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<tr>
<td>Allen, Teresa</td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pike</td>
<td>Gallatin, TN</td>
<td>37066</td>
<td>Faculty, HIT</td>
</tr>
<tr>
<td>Bode, Pat</td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pike</td>
<td>Gallatin, TN</td>
<td>37066</td>
<td>Faculty Emeritus</td>
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<tr>
<td>Bowling, Valerie</td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pike</td>
<td>Gallatin, TN</td>
<td>37066</td>
<td>Director/Associate Professor HIT</td>
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<tr>
<td>Brown, Jane</td>
<td>TriStar Centennial Medical Center</td>
<td>2300 Patterson Street</td>
<td>Nashville, TN</td>
<td>37203</td>
<td>Director HIM and Privacy Officer</td>
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<tr>
<td>Butler-Bailey, Lynn</td>
<td>Vanderbilt University Medical Center</td>
<td>4560 Trousdale Drive</td>
<td>Nashville, TN</td>
<td>37204</td>
<td>Director of HIM Operations</td>
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<tr>
<td>Chapman, Lee Ann</td>
<td>Community Health Systems</td>
<td>4000 Meridian Drive</td>
<td>Franklin, TN</td>
<td>37067</td>
<td>Corporate Compliance Director</td>
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<tr>
<td>McNeil, Linda</td>
<td>Vanderbilt University Medical Center</td>
<td>4560 Trousdale Drive</td>
<td>Nashville, TN</td>
<td>37204</td>
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<tr>
<td>Pickard, Byron</td>
<td>Vanderbilt Medical Group Business Office</td>
<td>1215 21st Avenue South</td>
<td>Nashville, TN</td>
<td>37232</td>
<td>Director of Operations</td>
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<tr>
<td>Pinkston, Jodee, RHIT, CTR</td>
<td>Sumner Regional Medical Center, Sumner Station</td>
<td>225 Big Station Camp Blvd.</td>
<td>Gallatin, TN</td>
<td>37066</td>
<td>Tumor Registrar</td>
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<tr>
<td>Rutledge, Stephanie</td>
<td>Sumner Regional Medical Center</td>
<td>555 Hartsville Pike</td>
<td>Gallatin, TN</td>
<td>37066</td>
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<tr>
<td>Taylor, Tony, RHIA, CHP</td>
<td>Coding Services Group</td>
<td>14391 Spring Hill Drive</td>
<td>Spring Hill, FL</td>
<td></td>
<td>Consultant</td>
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Section 3. General College Information

History

The establishment of a state community college at Gallatin involved the cooperative work of many civic leaders and citizens of Sumner County as well as State officials. A unified proposal for a college was presented by Robert L. Wendling, leading a Sumner County delegation, to the Tennessee Higher Education Commission in Nashville on September 11, 1967. This local initiative anticipated future General Assembly action to authorize and appropriate funds. Upon the recommendation of State Education Commissioner J. H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission on June 2, 1969 authorized the State Board of Education to establish a community college in Sumner County.

Commissioner Warf and his staff members, T. Wesley Pickel and Hal R. Ramer, accompanied by THEC Chairman John R. Long, Jr., and THEC executive John Folger, visited Sumner County to inspect four prospective sites provided by the county. City and county civic leaders hosted the visit. On July 29, 1969, Commissioner Warf notified Sumner County Judge I. C. McMahan that a 100-acre tract bought the property from Louis Green, Sr., and deeded it to the State on December 4, 1969. In accordance with State Board of Education requirements, the County also provided $250,000 toward initial construction costs, the City of Gallatin agreed to extend utilities to the site, and the City and County agreed in perpetuity to protect surrounding land zoning and area environmental conditions compatible to a college, along with the provision of police and fire safety services.

On May 8, 1970, Dr. Hal Reed Ramer was elected by the State Board of Education as the founding president of the newly authorized college, effective July 1, 1970. For the preceding seven years, he had been assistant state commissioner for higher education. President Ramer proposed to the Board and Chairman Warf that the new college be named Volunteer State Community College, and this was approved by the board on July 2, 1970.

Groundbreaking ceremonies for the first four buildings, Hardaway Construction Company, contractor, were held on November 5, 1970. Pending completion and occupancy of the initial campus facilities in early 1972, temporary operations were located in the Cordell Hull Hotel building in Gallatin. Utilizing the hotel and the educational facilities of several
Gallatin churches, the College began instruction in the fall of 1971 with 581 students. In 1972, the General Assembly established the Tennessee Board of Regents as the governing board for the State University and Community College System, at which time the central control of the College transferred from the State Board of Education to the Regents System. On February 1, 2003 Dr. Warren R. Nichols became Volunteer State’s second President.

The College has experienced phenomenal growth in enrollment, curricula, staff, program, public service, facilities, and quality, into this, the thirty-fourth year of its operation. The main campus of Volunteer State is now comprised of sixteen buildings. Numerous off-campus operations extend the College's instruction and public service roles throughout its multi-county area. Since its 1971 inception through the current academic year, more than one hundred thousand persons have attended the College.

**Statement of Mission**

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to northern Middle Tennessee. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

**Degrees**

The College offers Associate Degree career programs in business, early childhood education and allied health, plus university parallel programs in over 50 major areas.

- Associate of Applied Science- designed for job entry
- Associate of Arts- designed for transfer
- Associate of Science- designed for transfer
- Associate of Science in Teaching- designed for transfer

**Certificates**

The College offers a number of Technical Certificate programs specifically designed for job-entry skill development and workforce skill enhancement.
Volunteer State Community College 11 County Service Area and Locations

Sumner County
Main Campus
1480 Nashville Pike
Gallatin, TN 37066
615-452-8000
volstate.edu

Robertson County
Vol State at Highland Crest
150 Laurens Avenue
Springfield, TN 37172
615-432-7000
volstate.edu/highlandcrest

Overton County
Vol State at Livingston
112 Windle Community Road
Livingston, TN 38570
931-823-7065
volstate.edu/livingston

Putnam County
Cookville Higher Education Campus
1000 Reed Street
Cookville, TN 38551
931-372-5540
volstate.edu/cookeville

Wilson County
TCAT Wilson County Campus
415 Tennessee Blvd
Lebanon, TN 37087
(615) 547-1128
volstate.edu/offcampus

Macon County
Macon County High School
2550 Days Road
Lafayette, TN 37083
615-741-3215 ext 3743
volstate.edu/offcampus

Jackson County

Tenn. State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, age, national origin, sex, gender, gender identity, sexual orientation, disability, genetic information, or any other legally protected status with respect to all employment, programs, and activities conducted by Volunteer State Community College. The following person has been designated to handle inquiries regarding non-discrimination policy:

Leo Gold, Director of Human Resources, Affirmative Action Officer, 1602 Nashville Pike, Gallatin, TN 37066, 615-452-8000.