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<th>Section</th>
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<td>Special Projects and Areas of emphasis for 2016-2017</td>
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<td>Membership Listing</td>
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<td>Section 3</td>
<td>General College Information</td>
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</table>
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. 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 VSCC Advisory Committees

The Advisory Committees of VSCC will:

- 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 Communication (THEC), the Tennessee Board of Regents (TBR), the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies

Overview of VSCC Career/Technical 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 program. Properly functioning advisory committees help the College administration, faculty and staff members in ensuring that programs reflect the changing needs and interests of area 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 provides 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.
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 programs, 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. Program Information

Physical Therapist Assistant

Program Description

This program prepares students to become Mid-level Physical Therapy practitioners. Physical Therapist Assistants work under the supervision of a Physical Therapist in a wide variety of health care facilities. The Vol State program meets the guidelines for accredited curricula.

Admission to the program is limited. The application deadline is April 15 of each year. Class selection is completed in May from applicants who complete all prerequisites by the end of the Spring Semester. In order to be eligible for admission into the PTA program, students must successfully complete, with a grade of “C” or better, all of the required pre-requisite courses, BIOL 2010, BIOL 2020, AHC 101, AHC 115, PTA 110, PSYC 1030, MATH 1130 or MATH 1710, Fine Arts (3 hours) and INFS or demonstration of computer competency. Once students are admitted into the second year of the PTA program, three semesters of continuous full-time intensive study are required for completion. The program begins with the Summer Session. The PTA program classes frequently do not follow the regular College calendar.

Accrediting/Certifications/Approval Agency

Commission on Accreditation in Physical Therapy Education (CAPTE)

111 North Fairfax Street
Alexandria, VA 22314
703-7065-3245

Date: April 29, 2009 to June 30, 2019

Program Faculty/Staff

Regina Brown.................Program Director/Instructor PTA
M.S., 2001, Southern Illinois University
B.S., 1998, Southern Illinois University
A.A.S., 1994, Southern Illinois University

Rick Daigle.................Academic Clinical Coordinator Education/Instructor PTA
DPT, 2006, Simmons College
B.S., 2003, New England College

Contact Information: Email regina.brown@volstate.edu Phone: 615-230-3332
richard.daigle@volstate.edu 615-230-3336
Clinical Sites for 2016-2017

Adam's Place
Aegis Therapies
Athens-Limestone Hospital
Baptist Hospital
Bethany Health Care Center
Bordeaux Long Term Care
Cantrell Physical Therapy
CareAll Home Health Care
Cedars Health Care Center
Centennial Medical Center
Center for Comprehensive Services
Claiborne and Hughes Health Center
Clarksville Health System, G.P., d/b/a
Gateway Medical Center
Cloverbottom Developmental Center
Commonwealth Health Corporation
Community Care of Rutherford County
Comprehensive Rehabilitation, Inc.
Cookeville Regional Medical Center
Crockett Hospital
Cumberland Medical Center
Cumberland River Hospital
Cannon County, LLC d/b/a
DeKalb Community Hospital
& Stones River Hospital
Elite Physical Therapy
Excel Physical Therapy Rehabilitation
Fayetteville Child Development Center
Functional Pathways
Glasgow Physical Therapy
Graves Gilbert Clinic
Harton Regional Medical Center
Hartsville Convalescent Center
Health Sphere Wellness Center
HealthSouth Corporation
HealthTouch
Hendersonville Medical Center
Hillside Hospital
Horizon Medical Center
Hospital Home Health & Hospice
Jamestown Regional Medical Center
Kindred HealthCare Rehab Services Inc.
Life Care Centers of America, Inc. ("LCCA")
Lincoln & Donnellson Care Center
Lincoln Regional Hospital
Lincoln Skilled Care Center
Livingston Regional Hospital
Mabry Health Care
Macon County General Hospital Rehab Clinic
Madison Healthcare and Rehabilitation Ctr
Manor House of Dover
Marshall County Medical Center
Master's Healthcare Center
Maury Regional Hospital
Metropolitan Hospital Authority
dba Nashville General Hospital
Metropolitan Nashville Public Schools
Middle Tennessee Medical Center
Nashville Rehabilitation Hospital
NHC Healthcare of Dickson
NHC Healthcare of Hendersonville
NHC Healthcare of Murfreesboro
NHC Healthcare of Smithville
NHC Rehabilitation
NorthCrest Medical Center
Orthopedics Plus Physical Therapy
Paragon Rehabilitation
Patrick Rehab Wellness Center
Portland Medical Center
Professional Health Services
Progress In Motion
Pulaski Physical Therapy, LLC
Putnam County Board of Education
Results Physiotherapy Center
River Park Hospital
Riverview Regional Medical Center, North
Riverview Regional Medical Center, South
Saint Thomas Hospital
Samson, T. J. Community Hospital
Select Physical Therapy
HTI Memorial Corporation
d/b/a Skyline Medical Center and
Skyline Madison Campus, a facility of
Skyline Medical Center
Smith County HealthCare
Southern Hills Medical Center
Southern Sports Medicine
Special Kids
Star Physical Therapy
StoneCrest Medical Center
Cannon County, LLC d/b/a
Stones River Hospital
HCA Health Services of Tennessee, Inc.
d/b/a Summit Medical Center
Sumner Regional Medical Center
Tennessee Christian Medical Center
Tennessee Sports Medicine
The Rehab Center
Therapy Works
THM/Rehab America
Top Rehab Services, Inc.
Vanderbilt Orthopaedic Institute
Total Fitness Connection (TFC)
Trinity Hospital
Trousdale Medical Center
University Medical Center
Vanderbilt Stallworth Rehabilitation Hospital
Vanderbilt University Medical Center
Westmoreland Care and Rehabilitation
Willowbrook Health Systems, Inc.
Comprehensive Rehabilitation
Willowbrook Health Systems, Inc.
d/b/a Willowbrook Home Health
# Program Curriculum and/Semester by Semester Sequence

## Freshman Year—Fall Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH</td>
<td>MATH 1130 or MATH 1710</td>
<td>3 hrs</td>
</tr>
<tr>
<td>BIOL 2010</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4 hrs</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3 hrs</td>
</tr>
<tr>
<td>AHC 115</td>
<td>Medical Terminology</td>
<td>3 hrs</td>
</tr>
<tr>
<td>INFS*</td>
<td>Computer Applications</td>
<td>3 hrs</td>
</tr>
<tr>
<td>AHC 101</td>
<td>Introduction to Physical Therapy</td>
<td>1 hrs</td>
</tr>
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</table>

Total 17 hours

*Students may also demonstrate computer competency by taking and passing the Computer Competency Exam (CCE).

## Freshman Year—Spring Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>PTA 110</td>
<td>Physical Science for the PTA</td>
<td>2 hrs</td>
</tr>
<tr>
<td>BIOL 2020</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4 hrs</td>
</tr>
<tr>
<td>PSY 1030</td>
<td>General Psychology</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

Total 12 hours

Other than BIOL 2010 & 2020, and MATH followed by PTA 110, courses may be taken in any order.

Screening Interviews are once a year in May. All Fall semester and Spring semester courses and all remedial and developmental courses must be completed with a “C” or better prior to selection screening interview.

## Freshman Year—Summer Semester

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<thead>
<tr>
<th>Subject</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>PTA 250</td>
<td>Medical Conditions for the PTA</td>
<td>3 hrs</td>
</tr>
<tr>
<td>PTA 210</td>
<td>Fundamentals of PTA</td>
<td>1 hr</td>
</tr>
<tr>
<td>PTA 253</td>
<td>Therapeutic Applications I</td>
<td>4 hrs</td>
</tr>
<tr>
<td>PTA 221</td>
<td>Functional Anatomy and Kinesiology</td>
<td>2 hrs</td>
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</table>

Total 10 hours
**Sophomore Year—Fall Semester**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>PTA 222</td>
<td>Functional Neuroanatomy</td>
<td>2 hrs</td>
</tr>
<tr>
<td>PTA 263</td>
<td>Therapeutic Applications II</td>
<td>5 hrs</td>
</tr>
<tr>
<td>PTA 264</td>
<td>Therapeutic Applications III</td>
<td>5 hrs</td>
</tr>
<tr>
<td>PTA 265</td>
<td>Therapeutic Applications IV</td>
<td>2 hrs</td>
</tr>
<tr>
<td>PTA 242C</td>
<td>Clinical Practice I</td>
<td>3 hrs</td>
</tr>
</tbody>
</table>

Total 17 hours

**Sophomore Year—Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
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<tr>
<td>PTA 251</td>
<td>PTA Seminar</td>
<td>2 hrs</td>
</tr>
<tr>
<td>PTA 270</td>
<td>Therapeutic Applications V</td>
<td>4 hrs</td>
</tr>
<tr>
<td>PTA 243C</td>
<td>Clinical Practice II</td>
<td>8 hrs</td>
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</table>

14 hours

A total of 15 weeks of full-time clinical education is required for all PTA students.
Section 2. Physical Therapist Assistant Advisory Committee Information

Responsibilities of the PTA Advisory Committee:

PTA Advisory Committee members contribute to the College and to the PTA program in a number of important ways. Our members assist the college in program development and enhancement, help to set both short and long-range goals, and assist the College in better understanding and interpreting community and employer needs.

The primary committee activities are as follows:

Curriculum and Instruction

- Review and revise course content
- Compare curriculum with the needs of the profession
- Review and evaluate curriculum outcomes
- Identify and explore use of new technologies
- Advise on labor market needs and trends
- Review, recommend, and assist in obtaining instructional materials
- Review and Recommend safety policy and procedures

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
- Recommend new programs, expansion of existing programs and/or elimination of obsolete program
- Participate in annual and long-term planning and program development
- Assist in identifying new clinical sites/intern sites/teaching locations
- Assist in accreditation/certification/approval activities

Student Recruitment and Job Placement

- Assist in recruiting new staff and potential students
- Notify instructors of job openings for graduates
- Provide or obtain cooperative work experience, internships/externships, work study, or service-based learning opportunities for students
- Assist students in developing resumes and interviewing skills
- Assist with career days/job fairs
- Assist in employment of graduates/program completers
- Assist in conducting placement follow-ups with graduates and employers
Student Organizations

- Sponsor activities and assist in fundraising for occupationally related student organizations
- Support the participation and student leadership in student organizations
- Assist students with career development opportunities
- Evaluate student portfolios

Student, Graduate and Staff Professional Development

- Support instructor participation in retraining/back to-industry technical skill building
- Support professional development opportunities for faculty and students/graduates
- Conduct/organize workplace tours

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

- Assist in annual review of program’s budgetary allocations and needs
- Identify external sources of program funding and other levels of needs 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 evaluation processes regarding both program and advisory committee effectiveness; assist in the identification and implementation of any corrective and/or enhancement action plans
- Review in detail the graduate placement data, employer satisfaction survey results, and graduate licensure/certification results

General Committee Information

Meetings, times, dates, locations(s), frequency of meetings, special called meetings

Self-study site visit Fall 2018

Special Areas of Emphasis for 2016-2017
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Institution/Location</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Elvis Brandon</td>
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<td></td>
<td>Vol State Community College</td>
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<tr>
<td>Rick Daigle</td>
<td>DPT</td>
<td>ACCE/Instructor</td>
<td>Volunteer State Community College</td>
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<td>Phone: 615-230-3336</td>
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<tr>
<td>Lori Brandon</td>
<td>PT</td>
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<tr>
<td>David Landers</td>
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<tr>
<td></td>
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<td>Franklin, TN 37067</td>
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<tr>
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<td></td>
<td>Hermitage, TN 37076</td>
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<td>Email: <a href="mailto:kimberly.mcphail@hcahealthcare.com">kimberly.mcphail@hcahealthcare.com</a></td>
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<tr>
<td>Sonja Hammer</td>
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<td>Glasgow, KY 42141-3483</td>
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<td></td>
<td></td>
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<tr>
<td>Hal Henninger</td>
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<td></td>
<td></td>
<td>Franklin, TN 37067</td>
<td>Phone: 615-591-6590</td>
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<tr>
<td>Dr. Rick Parrent</td>
<td>Director</td>
<td>Career Placement, Cooperative</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Education &amp; Service Learning</td>
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<td></td>
<td></td>
<td>Volunteer State Community College</td>
<td>1480 Nashville Pike</td>
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<td></td>
<td></td>
<td>Gallatin, TN 37066</td>
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<tr>
<td>Jennifer Duke</td>
<td>BS, PTA, CPC</td>
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<td>Suzanne Gaffney</td>
<td>PT Director</td>
<td>Sumner Regional Medical Center</td>
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<td>615-328-5340</td>
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<td>Email: <a href="mailto:Suzanne.Gaffney@LPNT.net">Suzanne.Gaffney@LPNT.net</a></td>
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Dennis Dipert, PT/Adjunct Instructor  
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denis.dipert@volstate.edu
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 health sciences, 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.