

VI:04:02 AFFILIATION WITH EXTERNAL AGENCIES FOR INSTRUCTIONAL ACTIVITIES ON THE VSCC CAMPUS

Purpose

The purpose of this policy is to ensure that requests from external agencies to meet an “open” instructional activity on the Volunteer State campus do not duplicate instructional activities already offered by the College for the general public. In addition, when the College’s name is associated with the external agency’s instructional activity (even if solely by virtue of the location of the activity), the quality of the activity must be assured.

General Procedures

All agencies that contact the College for use of its facilities to present instructional activities to the general public shall be informed that such a request must be reviewed by the Division of Continuing Education and Economic Development for program content, instructor qualifications, dates, and fees.

The College reserves the right to deny use of its facilities to an agency when their instructional activity duplicates credit or non-credit programs* offered by the College. The determination of duplication will be made by the Assistant Vice President for Continuing Education and Economic Development.

If the agency’s instructional activity is not a duplication, the Assistant Vice President for Continuing Education and Economic Development will review the content, instructor qualifications, and fees. If there is no issue regarding the quality of the activity, the Assistant Vice President will inform the agency and the appropriate College unit whose responsibility it is to assign rooms and assess rental fees. The agency shall assume the responsibility for making contact with the appropriate College unit and for completion of any associated paperwork. If there is an issue about the quality of the activity, the Assistant Vice President will request that the agency make the appropriate modifications or seek another facility.

* Program is defined as a single course or workshop/seminar as well as a series of courses leading toward a Certificate of Completion.

VSCC Source: July 1, 1990, President; President; July 16, 1997, President; November 28, 2007, President