

**MINUTES OF THE ACADEMIC COUNCIL
TENNESSEE TECHNOLOGICAL UNIVERSITY
September 4, 2002**

The Academic Council met at 3 p.m. on Wednesday, September 4, 2002, in the Deans' Conference Room of Derryberry Hall. Dr. Jann Cupp, Chairperson, presided at the meeting.

The following members of the Council were present:

Prof. Rebecca Tolbert	Dr. David Larimore
Dr. Roy Loutzenheiser	Dr. Ed Griggs
Dr. Don Elkins	Dr. Roger Haggard
Dr. Jack Armistead	Prof. Gail Stearman
Dr. Winston Walden	Prof. Tara Watson
Dr. Robert Niebuhr	Dr. Jeff Roberts
Mr. Hunter Hughes	Dr. Brian O'Connor
Dr. Ben Byler	Dr. Corinne Darvennes
Dr. Cathy Cunningham	Dr. Gretta Stanger
Dr. John Harris	Prof. Ken Hunter
Dr. Sharon Whitney	Dr. Linda Null
Dr. Mark Stephens	Prof. Ray Jordan
Dr. Christine Miller	Dr. Katherine Osburn
Dr. Jann Cupp	

Dr. John Wheeler represented Dean Garber, and Mr. Wayne Blaylock attended for Mr. Mike Palumbo. Also attending as resource persons were Ms. Yvonne Gribble and Dr. Francis Otuonye.

The following members of the Council were absent:

Dr. Darrell Garber	Mr. Mike Palumbo
Dr. Susan Elkins	Ms. Jessica Whitehead
Ms. Carie Harrington	

SUMMARY OF PROCEEDINGS

1. Approved the agenda.
2. Approved the minutes of the April 10 meeting.
3. Approved appointing a subcommittee of the Academic Council to study the wording of "I's" and "W's" in the catalog.
4. Approved eliminating the University requirement for a minor.
5. Discussed the issue of notifying instructors about students on probation.
6. Received an update from the committee looking at transfer courses.

PROCEEDINGS

Approval of the Agenda

Dr. Cupp welcomed everyone and introduced new Council members. He expressed appreciation to Dr. Gretta Stanger for her leadership the past two years. At the request of Dr. Null, Dr. Cupp added to the agenda under "Such Other Matters" a report from the committee on transfer courses. Dr. Loutzenheiser MOVED approval of this addition to the agenda, and Mr. Blaylock SECONDED the motion. The addition to the agenda was APPROVED. Professor Hunter MOVED approval of the agenda as revised, and Professor Tolbert SECONDED the motion. The agenda was APPROVED.

Approval of the Minutes of the April 10 Meeting

Dr. Loutzenheiser MOVED to approve the minutes of the April 10 meeting, Dr. Harris SECONDED the motion, and the minutes were APPROVED as posted on the web site.

Catalog Wording for Assigning Incomplete Grades

Professor Tolbert presented background information back to 1991 when the form was enacted to show the department what a student needed to do to complete an "I" grade. The intent was that the "I" grade was for the student who had passed the majority of the term but for some reason was not able to complete the course. Professor Tolbert read the statement in the current catalog under the heading of "Grade of I (Incomplete)" on pages 42-43 and stated that the wording in the first sentence under this heading had been changed from the previous catalog by including the words "he/she has not been able to complete the last 2-3 weeks of the course requirements." Professor Tolbert stated that this change should have been sent to the Academic Council last spring, but this was not done. Since that time Professor Tolbert said she has received a request to review the one-year time limit on removing an "I" grade, and she asked that the Council look at that also.

After considerable discussion, Dr. Cupp asked if the Council should approve the statement that was changed. Dr. Loutzenheiser MOVED to approve using the wording of "2-3 weeks" as stated in the catalog, and Professor Hunter SECONDED the motion. Indicating that this wording is tied in with late withdrawal, Dr. O'Connor MOVED to refer the wording of "I's" and "W's" in the catalog to a subcommittee of the Academic Council. Professor Jordan SECONDED the motion, and the Council APPROVED sending it to a committee. Dr. O'Connor volunteered to serve as chairman of the committee.

Required Number of Hours for Upper Division and Minors in 120-Hour Degree Programs

In the absence of Dr. Barker, Professor Tolbert presented the question about the number of upper division hours that should be required in 120-hour degree programs. The Council took no action on the current requirement of 36 hours of upper division work for a degree.

Professor Tolbert presented the issue of minors to the group. Dr. Harris MOVED that the University requirement for a minor be eliminated effective with the implementation of the 120-hour degree. Dr. Null SECONDED the motion. Dr. Byler MOVED TO AMEND the motion to add "but does not preclude departments and/or individual curricula from requiring a minor." Dr. Whitney SECONDED the motion to

amend. Dr. Harris accepted this motion as a FRIENDLY AMENDMENT to the original motion, making the original motion now read that:

The University requirement for a minor be eliminated effective with the implementation of the 120-hour degree requirement, but eliminating the University requirement does not preclude departments and individual curricula from requiring a minor.

The motion PASSED with one dissenting vote. Professor Tolbert noted that departments who wish to have a minor could determine the number of hours required for the minor.

Possible Faculty Notification of Students on Probation

Dean Armistead said that he was asked if faculty could be notified of students on probation so that they could better help these students. It was pointed out that SIS indicates if a student is on probation, and, also, information about probation is provided to advisors. The consensus of the group was that the student should be able to choose whether to notify the instructor that he/she was on probation, but instructors could add a statement on the course syllabus to the effect that help is available if any student should need it. No action was taken.

Such Other Matters

Update from Committee Looking at Transfer Courses

Dr. Null stated that the committee, which also included Dr. Loutzenheiser and Ms. Sarah Winningham, was formed last spring to look at transfer courses that are prerequisites for courses taught at TTU to see how transfer students perform compared to students who take the prerequisite courses here. Dr. Null reported that a questionnaire has been sent out, information is being collected, and the results will be reported to the Council at a later meeting.

The Council discussed Dr. O'Connor's question to Ms. Gribble about entering grades and the last date attended.

Adjournment

The meeting was adjourned at 4:10 p.m.



Recorder

*Approved 10/9/02
[Signature]*