

**MINUTES OF THE ACADEMIC COUNCIL  
TENNESSEE TECH UNIVERSITY  
November 14, 2007**

The Academic Council met at 3:30 p.m. on Wednesday, November 14, 2007, in the Deans' Conference Room of Derryberry Hall with Christine Miller, Chairperson, presiding.

The following members of the Council were present:

Dr. Paul Semmes	Dr. David Larimore
Dr. Bob Wood	Dr. Sharon Huo
Dr. Winston Walden	Dr. Don Visco
Dr. Roy Loutzenheiser	Dr. Gretta Stanger
Ms. Amy Blaylock	Dr. Kari Rajan
Dr. Susan Laningham	Dr. Linda Null
Dr. Jeff Roberts	Dr. Brian O'Connor
Dr. Steve Isbell	Dr. John Harris
Dr. Christine Miller	Dr. Darrell Hoy
Dr. Pat Jordan	

Mrs. Beth Mannle attended for Dr. Larry Peach, Mrs. Julie Galloway attended for Dr. Bobby Hodum, and Ms. Kristen Perrone attended for Mr. Mitchell Davis. Others attending the meeting were Dr. Robert Bell, Dr. Berry Stein, Dr. Mark Stephens, Ms. Denise Hensley, Ms. Phyllis Miller, and Ms. Shirley Dyer. The following members of the Council were absent:

Dr. Pat Bagley	Dr. Jim Baier
Dr. Larry Peach	Dr. Cathy Cunningham
Dr. Susan Elkins	Mrs. Susan Clark
Dr. Bobby Hodum	Dr. Corinne Darvennes
Mr. Dan Gager	Mr. Ray Jordan
Mr. Mitchell Davis	Ms. Whitney Tayes

#### **SUMMARY OF PROCEEDINGS**

Approved agenda.  
Approved the minutes of the October 10, 2007 meeting.  
Approved guidelines for Distinguished Faculty Fellowships.  
Approved role of unspecified person in a grade appeal.  
Reviewed substitution and exception forms.  
Approved international goal.  
Approved TTU Cost of Textbooks Policy.  
Approved revisions to dropping a course.  
Approved revision to repeating courses with grade replacement.  
Approved revision to policy so that the exception for students on part-time status is removed.  
Approved eliminating the WF grade.

## PROCEEDINGS

### Approval of Agenda

Dr. Larimore MOVED approval of the agenda and Dr. Wood SECONDED the motion. The agenda was APPROVED.

### Approval of the Minutes of the October 10, 2007 Meeting

Dr. Larimore MOVED approval of the minutes and Dr. Wood SECONDED the motion. The minutes were APPROVED.

### Selection of Guidelines for Distinguished Faculty Fellowships

Dr. Bell presented the background and information for these guidelines and asked for questions. After several questions by the council and answers by Dr. Bell, he stated that the first committee would develop the framework for this process, and the screening criteria would be sent to the Academic Council. Dr. Hoy MOVED to approve the concept and Dr. Wood SECONDED the motion. The guidelines were APPROVED. (See attachment.)

### Role of Unspecified Persons in a Grade Appeal

Dr. Null presented the recommendation of the committee (Dr. Null, Dr. Loutzenheiser, and Dr. Wood). After some discussion, Dr. Null MOVED approval of the statement and Dr. Larimore SECONDED the motion. All but one member voted yes. The following statement will be included in the grade appeal procedures:

*"At the appeal of the grade before the Grade Appeal Committee, only the student, faculty members and administrators involved at each step of the appeal are allowed to be present, except in the case where a disability which would prevent the student, faculty members or administrators from participating in the appeal process without assistance is appropriately documented."*

### Substitution and Exception Forms

Dr. Armistead stated that the process for evaluating transfer transcripts and requests for substitutions and exceptions were discussed at the last meeting. The corrected forms are now online. However, the Request for Exception form will have the social security number changed to ID number.

### International Goal

Dr. Stein stated that there was an Ad Hoc Committee established by Dr. Bell to develop an international goal. After several meetings and discussions, the committee proposed the following international goal:

*"Improve campus and community interest in, understanding of, and appreciation for other cultures, to enhance our students' success in international environments."*

Dr. Wood MOVED to approve this goal and Dr. Roberts SECONDED the motion. The goal was APPROVED.

### TTU Cost of Textbooks Policy

Dr. Hoy reviewed the TTU policy on the cost of textbooks that was approved by the Faculty Senate and approved by the Administrative Council earlier this afternoon (see attachment). Dr. Jordan MOVED approval of the policy and Dr. Larimore SECONDED the motion. The policy was APPROVED. Dr. Armistead stated that the policy has to be sent to TBR tomorrow with the understanding that final approval will not be until the

University Assembly meets on November 28. Most bodies of the assembly have been included in the discussion.

Such Other Matters

Dropping a Course: Shirley Dyer presented a request to change the catalog wording for dropping a course (see attachment). The change is necessary to match curricular requirements and to meet the lottery requirement date in the academic calendar. This is not a policy change. After some discussion, the changes were APPROVED.

Repeating Courses with Grade Replacement: Dr. Semmes stated that removing the cap of 16 semester hours for which a course may be repeated and the grade replaced was changed to no cap and approved by the Admissions and Credits Committee, to be effective Fall 2008. (See attachment for detailed wording in catalog.) Dr. Semmes MOVED approval of the proposal. Dr. Huo SECONDED the motion. After much discussion, Dr. Hoy MOVED to remove the motion on the table to allow for further review. Dr. Rajan SECONDED the motion. The vote was 6 yes and 15 no. The motion to table was DEFEATED. Question was called and a vote for approving the proposal for removing the limit on repeating courses was 14 yes and 7 no. The change was APPROVED.

Remove Exception for Students on Part-time Status

Dr. Semmes stated that the current policy which delays updating the academic standing of students on part-time status cannot be supported within Banner and must be abandoned. (See attached explanation item 2.) Dr. Semmes MOVED approval to change the TTU policy so that the exception for student on part-time status is removed and also noted in the retention table; to be effective Fall 2008. Dr. Loutzenheiser SECONDED the motion. The vote was 15 yes and 6 no. The change was APPROVED.

Eliminate the "WF" Grade

Dr. Semmes presented the options of eliminating the possible grade of "WF" and assign a grade of "W" to a student who has been allowed to withdraw from a course after the normal drop day deadline, or continue the current TTU policy and practice regarding "WF" grades. (See attached statement item 3.) Dr. Hoy MOVED to accept the change to drop the "WF" grade. Dr. Wood SECONDED the motion. The change was APPROVED.

Replace "I" Grade with "IF"

Dr. Semmes stated that for information purposes, the "I" grade will appear as an "IF" on the transcripts when calculated as an "F" grade. (See attached item 4.)

Other Information Items

Banner update: It was strongly requested that curriculum changes for adding new majors or concentrations be delayed until Fall 2008. Students registering for Summer 2008 will register on SIS. Registration for Fall 2008 will be on Banner.

The Administrative Council approved the changes to the Academic Council Procedures at their meeting today.

The meeting was adjourned at 5:15pm.

*Carol Holley*  
Carol Holley, Recorder

Attachments

*Approved January 23, 2008*