

Administrative Council

Tennessee Technological University

Minutes

Administrative Council

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September 4, 1996

Members Present

Karen Adams	Alice Mason
S. K. Ballal	Linda Maxwell
Ed Boucher	Leo McGee
Evans Brown	David Narrie
Marc Burnett	Mike Nivens
Emily Campbell	Terry Rector
Rodney Carlson	Barbara Reynolds
Dennis George	William Schrader
Linda Giesbrecht-Bettoli	Paul Semmes
LaNada Harding	James Monroe Stewart
Janell Hawkins	George Swisher
Paul Isbell	Noel Tolbert
Homer Kemp	Angelo A. Volpe
David Larimore	Dale Wilson
Jeffrey Marquis	

Members Absent

Sue Bailey	John Hitchcock
Whewon Cho	Darrell Jennings
Cathy Cunningham	Regina Lee
S. Deivanayagam	Tony Via

Others Present

Steve Coble
Monica Greppin
Pat King, Resource Person
Marie Ventrice for George Swisher
Darlene Wiegend

Summary of Proceedings

1. Approved the agenda for September 4, 1996.
2. Approved the Minutes of March 27, 1996.
3. Approved Name Change for Student Services and Housing.
4. Approved Proposed Change in Policies and Procedures for the Outstanding Professional Award.
5. Approved Revision in the Publications Policies and Procedures.

6. Approved a Motion that the Chairman appoint an ad hoc subcommittee of the Administrative Council to develop formal policies and guidelines on class scheduling and make a recommendation to the Administrative Council.
7. Approved a motion to refer an advisement/registration issue to the Academic Council for their consideration.

Under such other matters, the Chairman announced names of an ad hoc committee to serve on appointment and reappointment of department chairs and President Volpe passed around copies of publications compiled by Creative Consultants and announced that the final figures on enrollment.

Proceedings

James Monroe Stewart, Chairman, called the meeting to order at 3:00 p.m.

Approval of the Agenda

Dr. Narrie MOVED approval of the agenda with Dr. Kemp SECONDING. MOTION CARRIED.

Approval of the Minutes

Dr. Narrie MOVED approval of the minutes of March 27, 1996 with Dr. George SECONDING. MOTION CARRIED.

Approval of Name Change for Student Services and Housing

Mr. Burnett asked for approval to change the following departmental names within the Division of Student Services:

- from Housing to Residential Life
- from Student Services to Student Affairs

Mr. Burnett said this is part of a plan relative to reorganization that includes Mr. Boucher and others within Student Services and this change would give better continuity with other TBR institutions in the Board of Regents system. Dr. Kemp MOVED approval of the request with Mr. Boucher SECONDING. MOTION CARRIED.

Proposed Change in Policies and Procedures for the Outstanding Professional Award

Darlene Wiegand, Chair, Outstanding Professional Award Committee, said at the April 3, 1996 meeting of the Committee, it was agreed it would be in the best interest of nominees and references to propose the following addition to the policies and procedures:

The files of nominees, including the nomination form, reference letters, and all other supporting documentation of the nomination, shall be retained by the Payroll and Personnel Office and remain active for three consecutive years, including the first year of nomination. References provided by each nominee would still have the option of submitting updated information each year.

Dr. Narrie MOVED approval of the proposal with Dr. Kemp SECONDING. Dr. Semmes asked if this would be retroactive for people who were nominated last year. Ms. Wiegand answered in the affirmative and said all files last year were sent to the Payroll and Personnel Office to be retained there until next year when paperwork is sent to all employees for nominations. MOTION CARRIED.

Approval of Revision in the Publications Policies and Procedures

Ms. Monica Greppin, Director of Public Affairs, proposed a revision in the Publications Policies and Procedures to allow for video and digitized versions of the logo. Section 6.3.1, paragraph 4, would read:

Camera-ready, pre-screened reproductions of the logo are available from the graphic artist and must be used for printed or paper-based publications so that technical quality is maintained. To aid in Internet, video, multimedia and computer presentations, sets of the logo and other university images are available in video and digital formats through the Office of Public Affairs. The use of other computer-generated recreations of the logo or second-generation logos (photocopied, cut out of an existing publication or scanned) is

prohibited.

Dr. Kemp MOVED to accept the proposed revision with Mr. Rector
SECONDING. MOTION CARRIED.

Class Scheduling

Dr. Kemp said Dr. Alan Slotkin, Professor of English and Academic Advisor for English majors, had brought to his attention two concerns during the past advisement period:

First, at least one department had scheduled courses through the "dead hour." Since this creates difficulties for students who need to participate in the various activities on campus, it would be good if there were some means to prevent this from occurring. For example, ADP 083.005 is scheduled to meet 11-11:50 on MTWR. The same is also true for ADP 084.004.

Second, there are other scheduling anomalies that make it difficult for students to find a schedule that works for all of their courses. For example, MUS 201.008 is listed this semester for 1-2:20 TR, thereby blocking out two periods (12-1:20 and 1:30-2:50). This makes advising much more difficult for English

majors who already have to try to schedule lab sciences and 4-day-a-week foreign language courses.

Finally, it appears that the College of Business Administration is offering TR classes that meet for 75 minutes only and which are scheduled that way in the bulletin. Since two 75 minute classes do equal three 50 minute classes, he was not concerned with this practice, except that it should be made a campus-wide matter, with all courses listed as 8-9:15, 9:30-10:45; 12-1:15, 1:30-2:45, etc.

Dr. Kemp said a long time ago some scheduling policies were adopted and one of those was that no classes be scheduled during the "dead hour". This has been adhered to until recently when classes have been scheduled during the "dead hour". Another agreement was not to schedule classes at such unusual times as to make it impossible for students to schedule classes in other departments. Dr. Kemp said it makes it very difficult to schedule students in the traditional departments. Dr. Kemp also said it is his opinion that we never rescinded the policy prohibiting classes during the "dead hour". Dr. Kemp then asked for a response from the Administrative Council relative to this concern.

Mr. Steve Coble, Director of the Academic Development Program, said his

department realizes they are in violation of the policy. He said the reason for the violation is due to lack of classroom space. He said the violation has generally been one class during the fall term each year with no violations during the spring term. He also said the four-hour ADP math classes are difficult to schedule and it helps students to schedule these Monday through Thursday. Classes are scheduled in this area from 8:00 a.m. until 6:00 p.m. each hour of that time. He said while they did not get permission to do the above, they did inform Academic Affairs that it was being done. Dr. Schrader said at one time there was a subcommittee of the Administrative Council which was the scheduling subcommittee to avoid conflicts. Departments would send in their requests and only on the rarest of occasions was it more than a rubber stamp so it was abolished and Hoyle Lawson said it would be done out of his office. Dr. Narrie said the issue of structured class hours goes beyond the dead hour issue. Dr. Ventrice MOVED that the Administrative Council endorses the current university policy that classes not be scheduled during "dead hour" and endorses the practice of scheduling classes during standard periods rather than unusual times. Dr. Schrader SECONDED the Motion. Dr. Narrie made a substitute motion that an ad hoc subcommittee of the Administrative Council be appointed by the Chair to develop formal policies and guidelines on class scheduling and make a recommendation to the Administrative Council. Dr. Schrader SECONDED the substitute motion. The substitute motion CARRIED. Since the substitute motion was substituted for the original motion, a vote was taken on the motion. MOTION CARRIED.

Advisement/Registration Procedures

Dr. Kemp said Dr. Alan Slotkin, Professor of English and Academic Advisor, had a concern that at the current time, academic advisors have relatively little control over a student's schedule once the initial Academic Advisement Records is complete, since students now can alter their schedules at will and without informing their advisors. Dr. Kemp asked if it would be possible to implement a plan by which advisors could input student course requests directly into the computer and by which advisors could in effect drop and add changes directly. Mr. Rose answered in the affirmative but said he is not convinced that it would be a good idea. He felt it would not be popular among faculty members and want to be sure we are serving the students' needs. Advisors would have to be accessible to students for a period of time. Mr. Rose said any faculty member can instantaneously monitor what their advisees are doing on the terminal. A student's schedule can be brought up immediately. If a major change is made in a student's schedule from what was approved, then a student should be called and the change discussed with the student. Mr. Rose said Admissions could work with individual advisors or departments. He said they could generate a

periodic report weekly if departments desired. Dr. Ventice expressed concern that in some cases they do not want students registering for certain courses. For instance, a non-degree graduate student is required to have permission to register for certain courses but there is no enforcement of the rule, so we could end up having graduate students we do not want in classes go through the regular registration and turn around and drop/add and take courses they do not have permission to take. She felt it would be better in a computerized system to put controls in on the front end instead of people checking schedules. Dr. George asked if this is a question that should be referred to the Academic Council. Dr. George MOVED that the Advisement/Registration issue be submitted to the Academic Council for their consideration with Dean Reynolds SECONDDING. Dr. Narrie MOVED to table the request and let Dr. Slotkin submit it to the Academic Council if he wishes. This action died for lack of a second. Dr. Mason offered a friendly amendment that the Administrative Council is concerned more with paragraph one of Dr. Slotkin's memorandum than with paragraph two. The MOTION CARRIED.

Such Other Matters

The Chairman said Dr. Barker asked him at the opening faculty meeting to appoint an ad hoc committee on the appointment and re-appointment of department chairs. Serving on this committee are the following: Robert Briggs, Chair; Charles Caldwell in Accounting; Larry Click in Agriculture; William Brinker in History; Paul Stephenson in Political Science; Alice Mason in Mathematics; and Gretta Stanger in Sociology and Philosophy.

Dr. Volpe passed around two pieces of information: The Search Piece and the Viewbook, which were compiled by Creative Consultants. He also made the following comments: We have the final figures on enrollment, our headcount is up slightly from last year, and the number of new and transfer students is up. We also have the highest graduate enrollment of the 90's in both headcount and FTE. Dr. Volpe commended Admissions, the Graduate School, Extended Education, and all the academic and administrative departments that worked so hard on enrollment. Mr. Rose expressed his appreciation for everyone's help in the enrollment area. He sees enrollment as an institutional commitment and is optimistic about the future.

Dr. Wilson asked if Dr. JoAnne Clark's position as Director of International Affairs would be filled. Dr. Volpe said that position and the secretarial position in that office will be filled.

Dr. Volpe said we did have some difficult budget issues to address this year and will have others next year, but he said there are many areas of

the university that are moving forward strongly. For example, last year at this time we did not have the \$800,000 that the College of Business received to upgrade automation and computing in the College. We did not have the \$400,000 from the McDonnell Douglas Foundation for the College of Engineering. We did not have Harry Stonecipher's personal gift of \$500,000 and we did not have the half million dollars donated to the College of Education for the 21st Century Classroom. That is \$2.2 million dollars we did not have at this time last year. While we certainly need to address the budget issue, we don't want to get where we do not do the things we need to do in order to move forward.

The meeting adjourned at 4:30 p.m.

Patricia King, Resource Person