

**University Assembly**  
**April 22, 2015**  
**President's Conference Room**

**Members Present:** Adams (R. West), Anitsal, Ballal, Bates, Boles, Chitiyo, Collins, Darvennes, Doubet (A. Brown), Geist, Ghorashi, Hanna, Hodum, Hooper, Huo, J. Isbell, S. Isbell, James, Kharif, Larimore, Lloyd, Matson, E. McDonald, Nelson, Null, Oldham (presiding), Payne, Rencis, Self-Mullens, Setliff, Shank, Smith, Soni (Saltsman), Stephens, Stewart, Stinson, Talbert, Tzeng, Walker, Wilson (T. McMillan), Young

**Members Absent:** Badoe, Baier, Boucher, Branson, Burnett, Butler, Carnal, Dedmon, Dollar, Duvall, Edwards, Gabelman, Gays, Graves, Holderman, Howard, Jared, Lee, Macke, Manginelli, C. McDonald, Navarro, O'Connor, Ojo, Phillips, Pineda, Piras, Plant, Propes, Raymondo, Rector, Rezsnyak, Roberts, Semmes, Shipley, Stretz, Townsend, Tribble, Williamson

**Others Present:** Annette Littrell, Amy Miller, Charles Wilkerson and Deb Zsigalov

**Summary of Proceedings**

Approved agenda

Approved minutes of November 19, 2014

Approved policy of "Academic Retention Standards"

Approved "Grading and Examination Policy"

Approved "Data Breach Notification Policy"

Approved the following policies submitted by International Education:

- International Undergraduate Admissions
- Transfer Credit for International Undergraduate Students
- International Undergraduate Students Readmissions
- International Academic Partnerships
- Faculty-Led Study Abroad Short-Term Programs

Received annual report for International Affairs Committee

Received annual report of Information Technology Committee

Received annual report of the University Strategic Planning and Assessment Committee

Received spring semester report from Academic Council

Received spring semester report from Administrative Council

## **Proceedings**

President Oldham called the meeting to order at 3:35 p.m. and directed the Assembly to the meeting agenda. Dr. Ballal moved approval of agenda as distributed. Dean Mullens seconded. Motion APPROVED.

A motion to approve the minutes of November 19, 2014, as distributed, was made by Dr. Ballal and seconded by Dr. Smith. Motion APPROVED.

A motion to approve the “Academic Retention Standards” policy was made by Dr. Smith and seconded by Dr. Ballal. Dr. Hodum provided that the policy only makes current policies official, and brings TTU in-line with TBR policy with TTU retention policies being slightly stricter in some areas than TBR. Motion APPROVED.

A motion was made by Dean Mullens to approve the “Grading and Examination Policy.” Dr. Ballal seconded. Dr. Hodum noted that the major change to this policy is in relation to grade point average (QPA) calculations for hours accumulated at other institutions. Motion APPROVED.

Dr. Ballal moved approval of the “Data Breach Notification Policy.” Dr. Darvennes seconded. Ms. Zsigalov presented the policy which outlines the steps for the reporting of an unauthorized breach involving suspected loss, stolen or compromised data within five days. This policy is in compliance with newly adopted state and federal regulations relative to unauthorized breach of data. Motion APPROVED.

A motion was made by Dr. Ballal and seconded by Dr. Stephens to approve the following policies as submitted by International Education:

- International Undergraduate Admissions
- Transfer Credit for International Undergraduate Students
- International Undergraduate Students Readmissions
- International Academic Partnerships
- Faculty-Led Study Abroad Short-Term Programs.

Mr. Wilkerson noted that the policies establish and/or update current practices relative to international student admissions, transfer credits, academic partnerships as well as protocol for taking students abroad for short-term programs. Motion APPROVED.

**International Affairs Committee:** The Assembly unanimously received the report from the International Affairs Committee for 2014-2015 as presented by Mr. Wilkerson. The report follows as submitted:

The International Affairs Committee held two meetings for 2014-2015 academic year: February 12 and March 24, 2015. The following summarizes these meetings:

Approval of new Policies for the “Policy on Policies” mandate followed suite.

The following policies were approved by the committee on March 24, 2015

1. Faculty Led Study Abroad Short Term Programs
2. International Undergraduate Admissions
3. International Undergraduate Readmissions
4. Transfer Credit for International Undergraduate Students
5. International Academic Partnerships

Two other items were voted on during the International Affairs Committee meetings

1. February 12, 2015, we made a formal request to increase the IELTS score from 5.0 to 5.5 for undergraduate admissions and from 5.5 to 6.0 for Graduate admissions. This request passed and sent to GSEC, which was also passed. This will be sent on to TBR for approval.
2. March 24, 2015, the issue of the new Immigration policy on students starting in spring semester must study FULL-TIME in summer, was addressed. As this new Federal Immigration Policy will put great pressure on many graduate students who depend on Graduate Assistantships to cover their tuition, unfortunately most GA’s do not cover summer GA’s. Andrew made a request to the committee, to request that graduate students be permitted to register for 1 credit of research in the summer, instead of the mandatory 3 credit hours.

This request was approved, and the item went forward to GSEC, which was approved with some alterations, which stated, *International (graduate)students working on research, in the summer, with a faculty member in their department is considered to be a full-time student*, thus the burden of registering for 1 credit has been removed.

**Information Technology Committee:** The Assembly unanimously received the report from the Information Technology Committee for 2014-2015 as reported by Dr. Annette Littrell. The following represents the report as submitted:

Information Technology met five times during the 2014-2015 academic year: September 18, 2014, October 16, 2014, February 19, 2015, March 19, 2015 and March 26, 2015. The following summarizes these meetings.

#### **September 18, 2014**

- The majority of the meeting was used to discuss the IT Strategic Plan, the work completed thus far, anticipated next moves, and future plans.
- Other discussions regarding the use of cloud storage by faculty, redundancy for internet connectivity, and ADA compliance were held.

**October 16, 2014**

- Updates regarding the IT Strategic Plan were presented, and a draft of the plan was provided to the members. Listening sessions are planned for October and November.
- The Acceptable Use Policy and Access Control Policy were both reviewed by legal counsel and changes have been incorporated. These policies align with current TBR policies.
- Subcommittee appointments were made.

**February 19, 2015**

The University was closed for inclement weather, so the meeting was postponed until the next regularly scheduled meeting on March 19.

**March 19, 2015**

The University was again closed for inclement weather. The meeting was rescheduled for March 26.

**March 26, 2015**

- The IT Strategic Plan has been sent to the President's Cabinet and the Deans. Discussion is scheduled for both groups to prioritize the initiatives.
- A Data Breach Notification policy was passed.
- Discussion was held regarding personal response systems, possible changes to our current learning management system, the expiration of adjunct faculty accounts, and the ability within Banner SSB to correct campus locations and phone numbers for faculty and staff.
- The chair for 2015-2016 was elected; Doug Bates graciously agreed to serve and was elected by acclamation.

**University Strategic Planning and Assessment Committee:** The Assembly unanimously received the report from the University Strategic Planning and Assessment Committee for 2014-2015 as reported by Dr. Claire Stinson. The report follows as submitted:

The committee met once on April 15, 2015.

The Huron Group provided an update to the peer matrix, both national and Tennessee peers, in October 2014. The updates were discussed with the President, Provost, Vice President for Planning and Business and co-leaders of each of the Focus Areas.

Status reports were prepared for each Focus Area and posted to the strategic planning website.

The reports can be viewed at:

[https://www.tntech.edu/assets/uploads/FLIGHT\\_PLAN\\_Initiative\\_Update\\_10-28-14\\_Two\\_Year\\_Metrics.pdf](https://www.tntech.edu/assets/uploads/FLIGHT_PLAN_Initiative_Update_10-28-14_Two_Year_Metrics.pdf)

Resources were allocated to support initiatives identified in each of the four Focus Areas including funding additional faculty positions, providing funding for technology initiatives, and continued funding for infrastructure improvements.

During the current fiscal year, TTU undertook several major projects that provide support for accomplishment of the strategic actions identified in the Flight Plan. These projects include:

- Budget Model Re-design
- Cost of Education Model
- Asset Optimization – Parking Study
- Enrollment Trend Analysis

A status update on the budget model re-design was presented to the campus on April 14. The re-designed model will be run parallel with the current incremental model during fiscal year 2016. The cost of education model is nearing completion and will be used by the various colleges to inform decisions on existing programs and potential new programs. Additionally, data from the enrollment trend analysis has been incorporated into the budgeting and enrollment management processes to assist with maximizing enrollments, retention, and graduation outcomes. A parking committee has been formed to review the parking study and make recommendation on how the campus should move forward with addressing the parking needs on campus.

**Academic Council:** The Assembly unanimously received the report from the Academic Council for Spring 2015 as reported by Dr. Steve Isbell. Academic Council met three times during the Spring 2015 semester: January 28, 2015, February 25, 2015, and April 15, 2015.

At the January 28 meeting, the Council took the following actions:

- Received information on name changes for two concentrations in Education
- Approved revision to the outstanding faculty awards committee policy
- Approved revisions to the agreement on responsibilities
- Approved undergraduate admission requirements policy
- Approved undergraduate academic fresh start policy
- Approved class attendance policy
- Approved readmission after academic suspension policy
- Approved articulation with proprietary schools policy
- Discussed processing requests for graduation

At the February 25 meeting, the Council took the following actions:

- Approved Policy on Requirements for a Baccalaureate Degree and Graduation
- Received update on Honors College
- Received progress report on Rural Development Institute
- Received information for Multidisciplinary Studies Elementary Education Concentration
- Approved proposal for B.S. in Early Childhood Education
- Approved proposal for B.S. in Secondary Education
- Approved proposal for changes in admission criteria for Specialist in Education
- Approved nine Graduate College policies
- Approved Policy for University Committees
- Approved Policy on Faculty Roles and Responsibilities
- Received information on the phase out of the MSN RODP Nursing Informatics concentration

- Approved request for suspending exams during dead week
- Selected nominating committee for chairperson for 2015-16

At the April 15 meeting, the Council took the following actions:

- Received reports from the Admissions and Credits Committee, the Committee on Commencements, Convocations, and Academic Ceremonies, the Faculty Development Steering Committee, the Faculty Research Committee, the Graduate Studies Executive Committee, the University Library Committee, the Teacher Education Committee, the University Curriculum Committee, and the University Research Advisory Council
- Approved a policy on Approval of Academic Programs, Units, and Modifications
- Approved a Grade Appeals Policy
- Approved a revised Policy on Distance Education
- Approved a Policy on General Graduate Degree Requirements
- Approved a Policy on Academic Credit from Other Institutions
- Approved Requirements for a Baccalaureate Degree and Graduation
- Approved a change in calculation of grade point averages
- Approved a change in admission requirements for Nursing transfer students
- Approved IELTS score changes for undergraduate and graduate admissions
- Approved the following new programs, minors, and concentrations:
  1. Four new concentrations for the B.S. Multidisciplinary Studies for the Department of Curriculum and Instruction
  2. One new concentration for the B.S. in Special Education for the Department of Curriculum and Instruction
  3. A new concentration for the M.S. in Applied Behavior Analysis for the Department of Curriculum and Instruction
  4. A change in concentration from Coaching and Sport Administration to Sport Administration, along with a substantive modification in curriculum, for the Department of Exercise Science, Physical Education and Wellness
  5. A minor in Coaching for the Department of Exercise Science, Physical Education and Wellness
  6. A minor in Exercise Science for the Department of Exercise Science, Physical Education and Wellness
  7. Minor in Religious Studies
- Approved the establishment of the Rural Development Institute
- Elected Barbara Jared Chairperson of the Academic Council for 2015-2016

**Administrative Council:** The Assembly unanimously received the following report from the Administrative Council for Spring 2015, as reported by Dr. Kim Hanna. Council met three times during the Spring 2015 semester: January 28, February 25 and April 8. At each meeting, agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

**January 28, 2015**

- Received revised policies/guidelines:
  - Class Attendance
  - Confidentiality of Student Records and FERPA Compliance
  - Scholarship
  - Conflict of Interest
  - Disciplinary Action
  
- Adopted the following policy:
  - Response to Subpoenas, Court Orders, Warrants, etc.
  
- Approved student organization constitutions:
  - Biology Graduate Student Society Constitution at TTU
  - Catholic Student Organization at TTU
  - Social Entrepreneurship Society at TTU
  
- Remanded the P-080 revised policy as presented

**February 25, 2015**

- Received the following revised policies:
  - Scholarship
  - Faculty Roles and Responsibilities
  - Intellectual Property
  - Institutional Review Board for the Protection of Human Subjects
  - Conflict of Interest in Research
  - Animal Care and Use
  - Export Controls
  
- Adopted the following policies:
  - University Committees
  - Responsible Conduct of Research
  - Whistleblower Protection in Research
  
- Approved procedural changes for the Administrative Council

**April 8, 2015**

- Approved student organization constitutions:
  - College of Agriculture and Human Ecology Student Ambassadors Organization of TTU
  - Agritourism Association of TTU
  - Entrepreneurship and Innovation Society
  - Phi Beta Delta of TTU

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- Ratio Christi of Tennessee Tech
- Studio 185 of Tennessee Tech
  
- Approved Committee name change from “University Buildings and Grounds Committee” to the “Buildings and Grounds Committee”
  
- Received revised policies as submitted:
  - Policy on Policies
  - Sexual Misconduct
  - Whistleblower Protection in Research
  - Campus Space Utilization and Allocation
  - Student Housing Agreement and Rules
  - Received revised policy P-80
  - Revenue Collection, Receipting and Reconciliation
  - Student Fee Adjustments, Refunds, and Appeals
  - Support Staff Grievance
  - Employee Grievance-Complaint
  - Student Disciplinary Policies
  
- Approved proposed policies as submitted for adoption of TBR policies:
  - Budget Principles
  - Uniform Disposition of Unclaimed Property
  - Reporting and Resolution of Institutional Losses
  - Cash and Gift Card Payments to Research Participants
  - Financial Performance Review
  - Deposit and Investment Funds
  
- Approved proposed policies as submitted:
  - Americans with Disabilities (“ADA”) Compliance
  - Employee Credentials Documentation Policy
  - Environmental Health and Safety Policies and Procedures
  - University Endowment Funds
  - General Personnel Policy
  - University Police Complaint Procedure
  - Electronic Nicotine Delivery System (electronic cigarettes)
  
- Approved 2014-2015 annual reports for Diversity Issues and Gender Equity, as submitted by Athletics.
  
- Received the 2014-2015 annual reports for committees reporting to the Administrative Council as submitted.



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Received report from the Ad Hoc Nominating Committee for Administrative Council chair for 2015-2016 academic year and elected Dr. Jim Baier by acclamation.

Dr. Ballal moved to adjourn. The motion was duly seconded. Meeting ADJOURNED at 4:20 p.m.

Submitted by Terri Taylor, Recorder