

University Assembly
April 23, 2014
President's Conference Room

Members Present: Anitsal, Badoe, Boucher, Dainty, Fidan, Ghorashi (presiding), Graves, Hodum, Holderman, Hooper, Humphrey, J. Isbell, S. Isbell, Kharif, Lee, Lloyd (sub. B. Brown), Lockett, Macke, Manginelli, McDonald, Null, O'Connor, Otuonye, Phillips, Roberts, Self-Mullens, Semmes, Setliff, S. Smith, Soni, Stephens, Stinson, Stretz, Stubblefield, Talbert, Walker (sub. S. Henry), Wiant, Wilson, Young

Members Absent: Aikens, Anthony, Baier, Ballal, Boles, Brooks, Burnett, Butler, Carnal, Darvennes, Ding, Dollar, Duvall, Frazier, Geist, Greene, Hanna, Howard, James, Jared, Laningham, Lindstrom, Loutzenheiser, Matson, Ogbomo, Ojo, Oldham, Pineda, Piras, Plant, Propes, Rencis, Russell, Shipley, M. Smith, Tribble, Winningham, Wise

Others Present: Christenberry, Huo

Summary of Proceedings

Approved agenda

Approved minutes of November 20, 2013

Received report of Academic Council for spring 2014

Received report of Administrative Council for spring 2014

Received annual report of Information Technology Committee

Received annual report of International Affairs Committee

Approved proposed updates to the Course Syllabus requirements

Proceedings

Presiding on behalf of President Oldham, Provost Ghorashi called the meeting to order at 3:35 p.m. and directed the Assembly to the meeting agenda. Dr. Ghorashi moved approval of the agenda, as distributed. Mr. Wilson seconded. Motion APPROVED.

A motion to approve the minutes of November 20, 2013, as distributed, was made by Dr. Ghorashi and seconded by Mr. Macke. Motion APPROVED.

Academic Council: The Assembly unanimously received the report from the Academic Council for spring 2014 as reported by Dr. Steve Isbell. Council met two times during the spring 2014 semester: February 19 and April 2. At each meeting, the agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

February 19, 2014

- Approved a policy to establish institutional procedures for recognizing substantive changes, determining the responsibilities of individuals, and ensuring that substantive changes are reported to SACSCOS in a timely fashion.
- Approved a proposal to add a manufacturing sustainability concentration to the TTU Professional Science Masters program.
- Approved a proposal to terminate the Risk Management and Insurance concentration in the MBA program

April 2, 2014

- Received and approved reports from the Admissions and Credits Committee, the Faculty Development and Steering Committee, the Faculty Research Committee, the University Research Advisory Committee, the Graduate School Executive Committee, the University Library Committee, the Teacher Education Committee, and the University Curriculum Committee.
- Approved proposals for new concentrations in
 - Computer Science
 - Special Education in Curriculum and Instruction
 - Library Science in Curriculum and Instruction
 - STEM Education in Curriculum and Instruction
 - Health Care Administration for the Master of Professional Studies program
- Approved changes to the Agritourism Curriculum
- Approved a name change for Patents and Copyrights Committee
- Approved a Policy on Credit Hours

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- Approved a Standardized Course Syllabus
- Approved a Proposal to Change Admission Requirements
- Approved a proposal to update admission requirements for MS in Mathematics
- Approved a proposal to waive TOEFL/IELTS requirements for ILS Language Center Students
- Re-elected Dr. Steve Isbell as Chairperson for 2014-15

Administrative Council: The Assembly unanimously received the following report from the Administrative Council for spring 2014, as reported by Dr. Fidan. Council met three times during the spring 2014 semester: January 29, February 26, and April 9. At each meeting, the agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

January 29, 2014

- Approved the Constitution of the TTU Society of Hispanic Professional Engineers. This club aims to promote enrollment and degree attainment of Hispanic students at TTU with emphasis on those pursuing STEM majors.
- Blanket approval of the four revised policies listed below as submitted:
 - Greek Life
 - Safety and Security Camera Acceptable Use Policy
 - Services for Students with Disabilities
 - Student Disciplinary Policies
- Chairman Fidan appointed Dr. S. K. Ballal, Dr. Sandi J. Smith and Mr. Mark Wilson to an Ad Hoc Nominating Committee for the 2014-2015 Council chairman.

February 26, 2014

- Approved the Constitution of the Child and Family Sciences Organization at TTU. This organization's purpose is to promote the professional development of students with an interest in working with children and families.
- Approved the Constitution of the TTU Human-Powered Submarine Team. Members of the organization will design and construct a submarine to be entered in the International Submarine Races, a biannual international collegiate competition.

- Approved the Stormwater Management Committee. Establishment of the committee is required for ongoing compliance with the TTU MS4 permit. The committee will develop policies and procedures, assist with public awareness relating to pollution prevention as well as recommend enforcement actions of the TTU illicit discharge and elimination policy.
- Blanket approval of the following new and revised policies as submitted:
 - Substantive Change Policy
 - Process for Filing Title VI Complaints
 - Discrimination and Harassment – Complaint and Investigation Procedure
 - Access to Public Records

April 9, 2014

- Approved the Constitution of the Child Life Association at TTU. The organization aims to educate others about the field of child life and provide members with networking opportunities with professionals and faculty in the School of Human Ecology.
- Approved the Constitution of the Tennessee Tech Public Relations Club. This club aims to provide students with opportunities to expand their public relations skills and educate others on the advantages of an education in public relations.
- Approved the Constitution of the Tennessee Tech University Tennis Club. This club's purpose is to provide recreational and competitive tennis activities for its members.
- Approved the Constitution of the Whovian League at TTU. The club is a special interest organization dedicated to bringing together fans of the "Doctor Who" show and providing socialization experiences for students from different backgrounds and majors.
- Approved the name change of the Advisory Committee on Patents and Copyrights to the Intellectual Property Advisory Committee
- Blanket receipt of the following revised Business Office policies as submitted
 - Accounting for Expenditures
 - Budget Control
 - Food Purchase Policy
 - Moving Allowance
 - Petty Cash
 - Real Property
 - Red Flag Identity Theft Prevention
 - General & Group Travel Policies
- Received the policy of Full Course of Study Requirements for International Students (F-1 & F-J), revised to define the number of online courses international students are allowed to take per semester
- Received the revised Trademark and Licensing Policy as presented

- Received the Tennessee Tech University Equal Employment Opportunity and Affirmative Action policy, revised to mirror the TBR policy
- Approved the 2013-2014 annual reports for Athletics Gender Equity and Athletics Diversity Issues
- Blanket approval of all annual reports for committees reporting to the Administrative Council, as submitted
- Council elected by acclamation Dr. Kim Hanna as chairman for the 2014-2015 academic year.

Information Technology Committee: The Assembly unanimously received the annual report from the Information Technology Committee as reported by Mr. Reid Christenberry. The committee met three times during the 2013-2014 academic year: September 19, November 14, and February 13. At each meeting, the agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

September 19, 2013

- Minor changes were recommended for the committee charter, including an updating of titles and the addition of a student advisory subcommittee
- Subcommittees were appointed:
 - *Academic subcommittee:* Mark Stephens, Ann Hellman, Brian Huguenard, and Carl Owens
 - *Administrative subcommittee:* John Smith, Jeff Young, and Josh Edmonds
 - *Strategic planning subcommittee:* Reid Christenberry, Doug Bates, Mark Stephens, Josh Edmonds, Ken Brown, Carl Owens, and John Smith, with Annette Littrell as the resource person for the subcommittee.
- The process in implementing *Strategic Planning* for IT was discussed
- Policies for *Enterprise Information Security Program* and *Password Management* were passed.

November 14, 2013

- The changes recommended for the committee charter were approved
- An *Acceptable Use Policy* was passed
- An update on the strategic planning process was delivered

February 13, 2014

- Discussion was held regarding the correct coding of classes in Banner for online and hybrid categories.
- The university's *SharePoint* installation is complete; training for the campus is forthcoming.
- An update on the strategic planning process was delivered; the RFP is complete and the contract has been awarded to Berry-Dunn, who will be on campus for their first visit before the end of the term.
- The process for purchasing technology on campus will be simplified, with an ITC form no longer required, but each ITS liaison in the colleges and departments will be the responsible party for approving all purchases.
- Several policies were presented, both those being developed by TBR and those created locally. Minor changes in the previously passed *Acceptable Use Policy* were made on advice of legal counsel; this policy was once again approved. The *Access Control* policy was tabled. The *Change Management* policy passed. The *Acquisition/Allocation* policy was tabled. The Enterprise Update Policy was withdrawn as procedural. The *Personally Identifiable Information* policy passed.
- Upcoming changes to the traffic allowed to enter the campus network were discussed, with the CISO requesting feedback regarding communicating and implementing these changes.

International Affairs Committee: The Assembly unanimously received the annual report from the International Affairs Committee as reported by Dr. Mark Stephens. The committee met on October 24, 2013. The agenda and minutes of the previous meeting were approved. The following summarizes this meeting:

October 24, 2013

A meeting was held with a quorum of 12 members to discuss the new Policy on Policies on the Immigration guidelines for internationals to be enrolled full time and the impact of online courses in determining what is considered full-time.

The Policy, "Full Course of Study Requirements for International Students (F-1 & J-1)" passed the International Affairs Committee unanimously.

1. The Policy in question states all international students must be enrolled in a minimum of 12 credit hours per fall and spring semester.

2. A minimum of 9 credit hours of the required 12 must be in-class or hybrid courses per fall and spring semesters. Courses that have no classroom requirements and are offered on-line only cannot be used to meet the 9 credit hour requirements.

The “Full Course Policy” also outlines full time for graduate students, students taking coursework at other institutions i.e. Volunteer State or Nashville State, and summer enrollment, specific guidelines can be viewed from the full policy.

Other Such Matters

Changes to the course syllabus requirements were proposed by Dr. Ghorashi and Dr Huo. Dr. Ghorashi moved approval and Mr. Stubblefield seconded. The following new sections were proposed for inclusion in the current course syllabus requirements:

1. Name of Institution
2. Name of the Department
4. Course Number – Section, Dates, Time, Classroom, Number of Credit Hours, Semester
9. Course Description

The proposal was amended by consensus of the Assembly to include the effective date of fall 2014. Motion APPROVED.

Mr. Wilson moved to adjourn. The motion was duly seconded. Meeting ADJOURNED at 4:06 p.m.

Terri Taylor, Recorder