

University Assembly
April 24, 2013
President's Conference Room

Members Present: Baker, Ballal, Bates, Butler, Carpenter, Christenberry, Dainty, Darvennes, Fidan, Harris, Hodum, Hooper, Isbell, Jordan-Wagner, Kharif, Lee (sub. Raper), Loutzenheiser, Macke, Matson, Mielke, Null, O'Connor, Otuonye, Oldham, Phillips, Propes, Roberts, Semmes, Setliff, Stephens, Timmerman, Walker, Wilson

Members Absent: Anthony, Badoe, Baier, Bagley, Carnal, Darkangelo, Dollar, Duvall, Foster, Frazier, Gatts, Graves, Hajdik, Howard, Humphrey, Laningham, Marquis, McQuiston, Morgan, Ojo, Pashley, Rencis, Russell, Sherrell, M. Smith, S. Smith, Stinson, Stretz, Talbert, Tribble, West, Young

Summary of Proceedings

Approved agenda

Approved minutes of November 28, 2012

Received report of Academic Council for Spring 2013

Received report of Administrative Council for Spring 2013

Received annual report of the Information Technology Committee

Received annual report of the International Affairs Committee

Received informational report of the Policy on Policies

Reviewed draft of Minors on Campus Policy

Proceedings

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

Dr. Ballal moved approval of the minutes of November 28, 2012. Mr. Wilson seconded. Motion APPROVED.

Academic Council: Dr. Linda Null provided the following report from the Academic Council for Spring 2013:

The Academic Council met on April 10, 2013.

In an email vote prior to the April 10 meeting, the Council amended its procedures so that the membership would be comprised of 33 members rather than thirty. The increase is the result of adding one faculty representative from the College of Interdisciplinary Studies and two from the School of Nursing.

In addition to approving the reports from the committees that report to the Academic Council, the Council received a request for a name change for a concentration in the Bachelor of Fine Arts **from** the Concentration in Digital Media **to** the Concentration in Design, Emphasis in Digital Media. The Council approved the following proposals:

- Change the undergraduate admission standards for first-time freshmen in the College of Engineering to a high school GPA of 3.00, an ACT composite score of 20 and an ACT mathematics score of 22.
- Change the MS degree admission requirements in the College of Engineering to include a set of items to be evaluated by the department to which the student applies.
- Create a CHE BS-MS Fast-Track Program
- Change the admission requirements for the MSN RODP program to include successful completion of a three-semester hour or four-quarter hour undergraduate statistics course, to clarify TOEFL requirements, and require that applicants possess an unencumbered Registered Nursing license.

The Council discussed the RODP Grade Appeal Procedure. Council members were reminded that TTU students enrolled in RODP courses use the TTU Grade Appeal Procedure if they appeal an RODP grade, regardless of the home school of the class instructor. The Council also discussed a concern related to the quality of faculty with graduate degrees from the University of Phoenix. A major point that arose during the discussion is that quality lies primarily within the person, not the school where the person received his or her degree. The issue of representation of adjunct faculty on the Academic Council was raised at recent Faculty Senate meeting. A committee will be formed to look into this issue.

Last, Steve Isbell was elected chair of the Academic Council for 2013-2014.

Motion was made by Mr. Wilson to receive the Academic Council Report for Spring 2013. Dr. Ballal seconded. Motion APPROVED.

Administrative Council: Council Chair Dr. Ismail Fidan provided the following report from the Administrative Council for Spring 2013. Council met two times during the Spring 2013 semester: February 27 and April 10. At each meeting, agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

February 27, 2013

- Approved the Constitution of the Future Alumni Support Team (FAST) at TTU. This club aims to educate and engage students on the importance of alumni and private support through annual giving efforts and engagement with the University.
- Approved the Constitution of the Secular Student Alliance of Tennessee Tech (SSATTU). This club aims to represent and promote secular views.
- Received report from Dean of Students Ed Boucher regarding the Student Complaint Policy and Procedures
- Chairman Fidan appointed Mr. Wilson and Dr. Ballal to an Ad Hoc Nominating Committee for the 2013-2014 Council Chairman
- Drs. Baker, Setliff, and Smith were appointed to an Ad Hoc Procedures Committee for review of membership procedures

April 10, 2013

- Approved the Constitution of the Nurses Christian Fellowship at TTU. This organization's purpose is to establish and advance in nursing, within education and practice, witnessing communities of nursing students and nurses who follow Jesus as Savior and Lord.
- Approved the Constitution of The Outdoor Club at TTU. This organization aims to engage the active mind, encourage one to get outside, and help out the environment while doing so.
- Approved the Constitution of the Student United Way of TTU. The purpose of this organization is to serve the local community by giving, advocating, and volunteering in the areas of education, income and health while helping members and other students grow as leaders and connect to the community.
- Approved the Constitution of the Student Veteran's Organization at TTU. This organization's purpose is to ensure an effective transitioning to student life through any resource available through the organization, institution, and Veteran Affairs.

- Approved the Constitution of The Tennessee Tech Spirit Society (TTSS). This organization aims to provide gratuitous amounts of Tennessee Tech school spirit around campus and the community; provide students, fans, and alumni with a more spirited and enjoyable experience at athletic events; and portray a positive image for Tennessee Tech University at all times.
- Blanket approval of all annual reports for committees reporting to the Administrative Council as submitted
- Approved the 2012-2013 annual reports for Athletics Gender Equity and also Athletics Diversity Issues
- Approved Academic Council procedural revisions as submitted
- Approved revisions to the Administrative Council procedures as recommended by the Ad Hoc Procedures Committee
- Council elected by acclamation Dr. Ismail Fidan as chairman for the 2013-2014 academic year.

Motion made by Dr. Ballal and seconded by Mr. Wilson to receive the Administrative Council Report for Spring 2013. Motion APPROVED.

Information Technology Committee: CIO Reid Christenberry provided the Assembly with the following report from the Information Technology Committee for Spring 2013. **Information Technology Committee 2012-2013 Annual Report:** The ITC will meet four times during academic year 2012-2013. Below is a brief synopsis of three of the ITC meetings (fourth meeting will be held April 25, 2013):

September 27, 2012: Dr. Doug Bates and Dr. Curtis Armstrong made the following statements to the ITC about the Purpose and Responsibilities of the Information Technology Committee:

- We need to set up a system to identify and monitor the needs of the campus.
- We need to decide how to package the needs and who to make recommendation to.
- We need groups that represent College and Department to find the needs of the campus.
- How are we going to monitor and prioritize the needs of the University?
- Is the ITC the best group to monitor the needs of the campus?

Status of Hiring the new Chief Information Officer (CIO): Dr. Semmes said we are using the same external search firm that was used for hiring the President of the University. He also said that the goal for hiring the new CIO was set for January 2013.

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November 8, 2012: Dr. Doug Bates summarized that any major modifications to the Purpose and Responsibilities of the ITC will be made after the new Chief Information Officer is hired.

The following applications for hiring the new CIO are as follows:

- Approximately twenty-five applications have been prescreened by the search firm and deemed qualified.
- Approximately twenty secondary group applications may be qualified, the search firm feels.
- Five to ten applications were determined by the search firm to not meet qualifications.

The candidate will be interviewed by the CIO search committee, deans, ITS, Dr. Armstrong, Provost Stephens, and President Oldham.

February 21, 2013: Mr. Reid Christenberry gave a presentation on Examples of IT Governance.

Mr. Christenberry asked the ITC to give their ideas on campus needs.

Elect of Academic Affairs Subcommittee was formed with the following members:

Dr. Sharon Huo
Mrs. Ann Hellman
Dr. Brian Huguenard

Elect of the Administrative Affairs Subcommittee was formed with the following members:

Mr. John Smith
Mr. Josh Edmonds
Mr. Jeff Young

Elect of the Strategic Planning Subcommittee was formed with the following members:

Mr. Reid Christenberry
Dr. Doug Bates
Two more members are to be elected.

April 25, 2013, will be our next ITC meeting. Agenda items for April 25, 2013:

Presentation and discussion of how the ITC will function in the future.
SharePoint
Flight Plan discussion
Election of a new Chairperson

Motion made by Dr. Ballal to receive the report as presented. Mr. Wilson seconded. Motion APPROVED.

International Affairs Committee: Motion by Mr. Wilson and seconded by Dr. Ballal to receive the report of the International Affairs Committee as distributed. Motion APPROVED. Report follows:

International Affairs Committee March 19, 2013: A request was made by the Office of International Education to call a meeting of the International Affairs Committee based on an incident in which a Graduate student left the university and properly notified his advisors, and his chair in writing, but never withdrew from TTU nor notified the Office of International Education, Graduate Studies, or Human Resources. In addition, the Office of International Education had not been notified by the academic department or any other on campus department regarding this student.

After further investigation by our office, we discovered not only had the student left the university, but he also had been taken by the Cookeville Police Department to a psychiatric center. The student was not residing on campus.

After a period of a few days, the student personally checked himself out from the center, left Cookeville, and moved to Kansas to be with family. Consequently this is a violation of US immigration policy.

Since the Office of International Education was not notified by the Department regarding this student's abandonment of his program, this could have led to the student's immigration status being terminated for a severe immigration violation, or potentially caused issues for the university if Homeland Security became aware of the student's disappearance from his program without proper notification especially given the student's mental state.

As a result of these events the Office of International Education is requesting a policy be made and for all advisors, research advisors, and coaches be made aware of this policy.

The Procedure Request was (stated as Policy at the International Affairs Committee): In the event an international student's academic advisor, research advisor or athletic coach is made aware a student has abandoned his/her program at TTU, or voluntarily returned home not to return to TTU, or been hospitalized or arrested in which the student would not be able to attend class full-time, the said advisor must notify the Office of International Education by phone (to speak with the Immigration Specialist or International Director to guarantee the proper TTU immigration officials are made aware of the student's situation. The said advisor or coach may also send an email to them at ableignier@tntech.edu or cwilkerson@tntech.edu-in which we will reply with receipt of the said notice. Such a policy will allow the Office of International Education to make the best decisions possible regarding the student's situation to ensure the student and university comply with Department of Homeland Security Regulations.

Committee's Decision: The International Affairs committee felt the policy request was not warranted and requested we follow up with the Dean of Students and the Office of Student Affairs on TTU's current procedures on withdrawal.

Follow up to the above request:

March 21st, 2013, I did the follow-up work on the request; after speaking with the Dean's office, I was referred to the Office of Student Affairs, as it was believed the request would be better handled via the Student Affairs office. After speaking with Kim York, we decided a new procedure would be the Office of Student Affairs would notify the Office of International Education if any international student officially withdraws from TTU. Kim felt it was not an uncommon practice, as Athletics had a similar requirement, based on NCAA and our request is based on Department of Homeland Security policies.

As the Office of International Education clearly explains to each student his/her responsibilities in maintaining his/her status, if a student abandons his/her program without following the properly withdrawal procedures the student will lose his/her visa status by the termination of their I-20 SEVIS record by TTU's Immigration Specialist.

Even though Student Affairs would not have known about the above incident, bringing this situation forward will help create a conversion for an official procedure to be created which will address what one should do if a student has abandoned his or her program.

The Office of International Education did not want absenteeism from class to be a mechanism to be considered abandoning his/her program. TTU instructors have various policies on attendance and could lead unwarranted allegations; we felt this would create an unnecessary amount of confusion and chaos.

Policy on Policies: The Council received an informational report on Policy on Policies by University Counsel Kae Carpenter. The purpose of the proposed policy is to provide the process for implementing, revising, or revoking University-wide policies. The policy creates uniform procedures for the orderly development, amendment, revocation, review, and approval of policies related to TTU's University-wide procedures. This policy allows for President's implementation. A motion was made by Mr. Wilson to approve the report. Dr. Ballal seconded. Motion APPROVED.

Minors on Campus Policy: The Council discussed the Minors on Campus Policy as presented by University Counsel Kae Carpenter. The purpose of the policy is to provide for appropriate supervision of minors who are involved in TTU-sponsored programs, programs held at TTU and/or programs housed in TTU facilities at all geographic locations. This policy does not apply to general public events where parents/guardians are invited/expected to provide supervision of

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minors, or to events where parents/guardians are explicitly required to accompany their children. Anticipated final reviews/edits will be completed throughout Fall 2013 with an implementation date of January 2014.

Dr. Ballal moved to adjourn. The motion was duly seconded. Meeting ADJOURNED at 4:04 p.m.

Terri Taylor, Recorder