

## **University Assembly**

**April 22, 2020**

### **ZOOM Meeting**

**Members Present:** Airhart, Alcorn, Smith-Andrews, Blair, Brachey, Bohannon, C. Brown, Bryant, Buntin, Callender, Chang, Craven, Edmonds, Fornehed, Frye, Gaetjens, Gotcher, Groundland, Hurley, Jared, Kolodziej, Langford, Larimore, Lay, Maxwell, H. Mills, Motevalli, Nelson, L. Norris, Null, O'Connor, Otuonye, Pardue, Payne, Rand, Roberts, Russell, Semmes, Shank, Slater, Darron Smith, T. Smith, Stein, Stinson, Stretz, Swartzentrover, Warren, Wilcox, M. Wilson, Winkle, Wolak, Zagumny

**Members Absent:** Bates, Best, Z. Brown, Ding, Fornehed, Fowler, Ghafoor, Harris, Harrison, Hoffman, Jones, Killman, Laningham, Matthews, Melichar, Miller, A. Mills, S. Norris, Paradis, Rogers, Sells, Shipley, Weathers, J. Williams, N. Wilson

**Non-Voting Members Present:** Braswell, Bruce, Clark, Crickenberger, Huo, Oldham, Diane Smith, Stephens, Schrock, Wray

#### **Summary of Proceedings:**

Approved agenda

Approved minutes from November 20, 2019

Approved new Email Use Policy No. 803

Approved revised Information Technology Acceptable Use Policy No. 801

Received annual report for Information Technology Committee

Received annual report of University Planning Committee

Received annual report of International Affairs Committee

Received report of the Academic Council for Spring 2020

Received report of the Administrative Council for Spring 2020

Other such matters

#### **Proceedings:**

President Oldham called the meeting to order at 3:35 p.m. Lisa Zagumny motioned to approve the agenda and Sandy Smith-Andrews seconded. Motion APPROVED.

A motion to approve the minutes of November 20, 2019, as distributed, was made by David Larimore and seconded by Holly Stretz. Motion APPROVED.

Yvette Clark presented the new Email Use Policy No. 803. Clark met with five members of Faculty Senate, Kae Carpenter and Deb Zsigalov to work on revisions to the previously submitted policy. The policy clarifies the appropriate usage of Tennessee Tech email, separating personal from Tech usage of email. Lisa Zagumny made a motion to approve and Richard Rand seconded. No discussion. Motion APPROVED.

Clark presented the revised Information Technology Acceptable Use Policy No. 801 which had one technical change. Under F-1 the wording; Misusing Internet Relay Chat is no longer used so it was replaced with using hardware or software to allow users to hide their identity. Mark Wilson motioned to approve. Seconded by Richard Rand. No discussion. Motion APPROVED.

Received annual report from the Information Technology Committee (ITC) by Yvette Clark. Clark reported that the ITC met four times and had some great meetings, discussed technology usage and received great feedback. One large item was pulling the Strategic Planning Committee together to discuss some strategic moves that are needed. President Oldham thanked Clark and her staff for a tremendous job over the last few weeks providing support for the whole campus. Clark thanked the whole team saying they were amazing to work with adding that interacting with every department on campus and faculty had been a tremendous experience also. Clark stated that teamwork had been amazing. Report ACCEPTED.

Received annual report for University Planning Committee by Dewayne Wright. The full report was distributed and he was happy to discuss in detail, if desired. Wright described the transition that the Strategic Planning Committee has undergone stating that prior to January 1, 2020, Strategic Planning used an outside consultant. The university decided to discontinue use of the outside consultant and it is being overseen now inhouse. Wright explained that this year had primarily been a year of execution on previous ideas and proposals. The Strategic Plan work enabled the University to respond quickly to the COVID-19 closure of the physical space on campus. All the workgroup leaders echo President Oldham's appreciation of ITS.

Holly Stretz commented that one of the plans included improving research and creative learning practices on campus and asked if the Library could be involved. Wright indicated he would take that suggestion to the working group leaders and also look to see what the representation of the library was on the groups. Wright reminded the assembly of the working group leaders: Dr. Ed Lisic, Dr. Bedelia Russell, Dr. Ann Davis and Dr. Jason Beach explaining that there was one working group leader for each of the four goals in the Tech Tomorrow Strategic Plan. President Oldham congratulated and thanked those working group leaders and everyone on those groups, as they continue to challenge all of us on campus. Report ACCEPTED.

Charlie Wilkerson presented the annual report for International Affairs Committee which held no meetings indicating that there were two items that were later identified and will be progressing into the Fall. Wilkerson indicated that another test outlet had been identified and that the University was looking into developing our own ESL program. Wilkerson stated that the program could be internal which would provide control of recruitment and help to identify students. Wilkerson said the thought that when the students were at a certain level that pathway courses could be introduced and that would provide the students experience to be in a college classroom while learning English. Report ACCEPTED.

Received report from Academic Council for Spring 2020 by Linda Null which met three times and approved new minors, new concentrations and new majors. Null noted that the Academic Council amended their own procedures to increase the number of members to reflect the changing demographics of the University. Null added that the Academic Council approved a Tenure Cover Sheet and a Tenure Progress Narrative. Null indicated that Dr. Lori Maxwell will be the chair of the Academic Council next year.

Sally Pardue asked where can students could locate information on their minors and asked if there was a location where minors were all listed together. Thomas Payne said they were listed under the requirements for an undergraduate degree. Sandra Smith-Andrews said they were listed under the requirements but the characteristics were not. Pardue recommended that the University have one webpage where all minors and all requirements were listed. Lori Bruce agreed that her office would create this webpage with this year's revision to the undergraduate catalog. Report ACCEPTED.

Received report from Administrative Council for Spring 2020 by Jeanette Wolak indicating that the Council met three times. Wolak stated that the Administrative Council approved seven new student organizations, three new policies, four policy revisions and a number of revised procedures. Wolak added that Administrative Council also approved new procedures for themselves. Wolak noted that the New Gifts vs. Sponsored Grants and Contracts Policy No. 538 and Intellectual Property Policy No. 732 were tabled until the VP of Research had an opportunity to be involved in the policies. Report ACCEPTED.

Other such matters; the President thanked the faculty and support staff for the jobs done over the past few weeks. Dr. Oldham added that everyone had gone above and beyond to ensure a successful completion of Spring semester under highly unusual and unprecedented circumstances. Dr. Oldham also gave credit to our students who responded extremely well to circumstances that were outside their control. The University would continue to be online for the first summer term and online fees had been waived for undergraduate courses. Dr. Oldham noted that summer term registration was on track with last year's and that fall was running about a week behind. Dr. Oldham recommended that the entire campus remind students to go ahead and register.

President Oldham state that a lot of credit goes to the volunteers that made personal protective equipment for first responders around the state. This showcased the spirit and innovation of our campus. Dr. Oldham added that the university was operating campus with approximately 10% staff and the University was going to great lengths to ensure those employees are safe. Also, there were a handful of students on campus and meals are provided as well as academic support to them.

Dr. Oldham pointed out that Housing refunds had been credited to the student accounts and refunds for meal plans would be completed this week. Commencement was postponed but not cancelled. The Commencement Offices was working with a group of graduating seniors and hoped to have to an August Commencement date along with a video that would be played on May 9<sup>th</sup>. The University was trying to mark the unique time and celebrate as well. Dr. Oldham congratulated the colleges and departments that were acknowledging and celebrating the seniors in their own way. Dr. Oldham announced that all major events had been cancelled or converted for the month of May and June. An adjusted Freshman Orientation would occur in July and August.

Dr. Oldham stated that the University were continuing to recruit new and prospective students and contacting returning students through e-mails, phone calls and social media. The extra effort would pay off. Dr. Oldham shared that Congress had passed the CARES Act that provided some level of funding for universities to help support students and the campuses for the disruption of the COVID-19 Pandemic. The University would receive approximately \$8.7 million with half dedicated to go directly to students on a need basis. The other half (\$4.35 million) would help the campus to offset the additional costs incurred, such as housing refunds, etc.

Regarding reopening the university, Dr. Oldham shared that Governor Lee would let the Stay at Home order expire on April 30<sup>th</sup> with some businesses beginning to open as early as Monday. The University was in the process of making plans now to incrementally open-up campus. Cabinet was acting as a Steering Committee and would create working groups to help the process. Reopening would be slow, possibly over a period of weeks. The University planned to bring staff back first, then to gradually open for visitors. Dr. Oldham explained that the University planned to have students back on campus in late August. Dr. Oldham stated the need to build in flexibility and agility so as to be prepared as conditions warranted. The University wants to make sure to reopen safely. The University continued to work on initiatives and to move the campus forward. Dr. Oldham stated that the University was in real good shape to weather the current set of circumstances.

President Oldham announced that the Executive Committee of the Board approved the hire of the Vice-President of Research, Dr. Jennifer Taylor from the University of Arkansas who would start around August 1<sup>st</sup>.

President Oldham congratulated the faculty and staff for a job well done. The campus as a whole had really centered its efforts on helping students, putting the students first and it's really appreciated. Aaron Lay, a student in Agriculture, also shared his appreciation from a student standpoint and stated that the effort put into transitioning into online classes, the refunds and commencement effort had been thorough and student centered and they appreciated it. Lay added that the students thanked everyone so much for what was done adding they could see the effort that was made.

Kevin Braswell wanted to comment, in regard to student support, to thank campus for kicking off the I Heart Tech Students Campaign. Braswell added that so many gave to the campaign which raised over \$418,000 and went to directly support students. Braswell gave thanks on behalf of the students.

Meeting adjourned at 4:33 p.m.

Diane Smith, recorder