

# Academic \& Student Affairs Committee 

December 6, 2018
Roaden University Center, Room 282

## AGENDA

I. Call to Order and Roll Call
II. Approval of Minutes
III. Academic Affairs Report
A. Dean Searches Update
B. Policy 205 Update
C. New Academic Program Proposals
D. Academic Program Inventory
E. Low Producing Programs as Defined by THEC
IV. Other Business
V. Adjournment

# BOARD OF TRUSTEES ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING September 18, 2018 <br> Roaden University Center, Room 282 

## MINUTES

## AGENDA ITEM 1-ROLL CALL, CALL TO ORDER, OPENING COMMENTS

The Academic and Student Affairs Committee met on September 18, 2018, in Roaden University Center, Room 282. Chair Barbara Fleming called the meeting to order at 10:25 a.m.

Chair Fleming asked Kae Carpenter, Secretary, to call the roll. The following members were present:

- Dr. Melissa Geist
- Capt. Barry Wilmore
- Student Trustee, Forrest Allard

Other board members and members of the public were also in attendance.

## AGENDA ITEM 2 - APPROVAL OF MINUTES

Chair Fleming asked if there were any recommendations or changes to the minutes. With no recommendations of changes, Student Trustee Allard moved that the Committee approve the June $26^{\text {th }}$ Academic and Student Affair Committee Minutes as presented. Dr. Geist seconded the motion. The motion carried unanimously.

## AGENDA ITEM 3 -NEW ACADEMIC PROGRAM PROPOSAL: M.S. IN ENGINEERING MANAGEMENT

Provost Lori Bruce stated that this doctoral program was being proposed as an addition to graduate level programs of study in the department of Counseling and Psychology in the College of Education. Provost Bruce explained that this proposed Ph.D. in Counseling and Supervision will provide currently licensed and/or licensure-eligible mental health professionals and school guidance counselors with instruction in advanced therapeutic techniques. Candidates will also gain experience and expertise in
both teaching and supervision of licensure preparation programs which currently exist within the department.

Trustee Wilmore moved to recommend approval of the new academic program proposal for an M.S. in Engineering Management and to place it on the Board's regular agenda. Student Trustee Allard seconded the motion. The motion carried unanimously.

## AGENDA ITEM 4 - NEW ACADEMIC PROGRAM PROPOSAL: PH.D. IN COUNSELING AND SUPERVISION

Provost Lori Bruce stated that this doctoral program was being proposed as an addition to graduate level programs of study in the department of Counseling and Psychology in the College of Education. Provost Bruce explained that this proposed Ph.D. in Counseling and Supervision will provide currently licensed and/or licensure-eligible mental health professionals and school guidance counselors with instruction in advanced therapeutic techniques. Candidates will also gain experience and expertise in both teaching and supervision of licensure preparation programs which currently exist within the department.

Student Trustee Allard moved to recommend approval of the new academic program proposal for a Ph.D. in Counseling and Supervision and to place it on the Board's consent agenda. Trustee Wilmore seconded the motion. The motion carried unanimously.

## AGENDA ITEM 5 - TTU POLICY 360 (STUDENT IMMUNIZATIONS) AND RULE

Vice President Burnett stated that the purpose of this rule and policy is to provide guidance on required immunizations for certain diseases or exemptions from such requirements. Trustee Wilmore inquired as to whether this applied to our online students and it was confirmed that this does not apply to online students.

Trustee Wilmore moved to recommend approval of the TTU Policy 360 (Student Immunizations) and Rule and to place it on the Board's consent agenda. Trustee Geist seconded the motion. The motion carried unanimously.

## AGENDA ITEM 6 - UNIVERSITY ADVANCEMENT UPDATE

Vice President Braswell provided an update for University Advancement. He spoke about the current Tennessee Tech Tomorrow campaign, what may follow the campaign, and strategic planning. The amount raised at the time of this meeting toward the goal of $\$ 60$ million was $\$ 54$ million. Additional discussion was made regarding proper staffing levels in University Advancement and outreach to donors. Discussion was also made regarding unrestricted funds, how donations are designated, and establishing a giving culture.

## AGENDA ITEM 7 - ENROLLMENT MANAGEMENT UPDATE

Vice President Johnson provided an update for Enrollment Management and Career Placement. Dr. Johnson discussed the decline in International Enrollment. He stated that International Enrollment for the University continues to decline, with 138 fewer international undergraduate students and 15 fewer graduate students, for a total of 153 fewer international students. He stated that since 2015, Tech's International enrollment has dropped from 962 to 396 , which is 566 fewer students. Undergraduate alone dropped 540 since fall 2015 . Of the undergraduate headcount numbers, he stated that, in 201718, Tech conferred 2,173 bachelor's degrees, compared to 1,804 in 2013-14 and 2,115 in 2016-17. Dr. Johnson also highlighted the importance of considering how to best serve Adult Learners, through programs, modalities, student support, processes, policies etc.

## AGENDA ITEM 8 - OTHER BUSINESS

There was no other business.

## AGENDA ITEM 9-ADJOURNMENT

There being no further business, the meeting adjourned at 11:23 a.m.


Barbara Fleming, M.D., Ph.D.
Chair

# Agenda Item Summary 

Date: December 6, 2018
Agenda Item: Academic Affairs Report
$\square$ Review Action $\quad$ No action required

PRESENTER(S): Dr. Lori Bruce, Provost and Vice President for Academic Affairs
PURPOSE \& KEY POINTS: The Provost and Vice President for Academic Affairs will provide a report to include:

1. Dean Searches Update
2. Policy 205 Update
3. New Academic Program Proposals
4. Academic Program Inventory
5. Low Producing Programs as Defined by THEC

## Dean Searches

As discussed at the Executive Committee Meeting on June 14, 2018, the Dean Search Committees for the Whitson-Hester School of Nursing, the College of Agriculture \& Human Ecology and the College of Engineering were formed during the fall semester. These committees were formed through a process of nominations and elections to ensure diverse representation in all aspects. As stated in the formal charge below, the committee was asked to play an active role in identifying qualified individuals, recruiting and encouraging nominations and applications, and monitoring the confidential applicant pool and provide the Provost with an unranked list of final candidates. The committee was given target dates of conducting interviews through February, March and April respectively. Each committee continues to meet regularly and they are still on track to meet their proposed timelines.

## Charge to the Search Committees

In this formal charge to the search committee, I ask each member to play an active role in identifying qualified individuals, recruiting and encouraging nominations and applications, and monitoring the confidential applicant pool to ensure quality and diversity. I ask that the committee conduct a review of the candidate pool and recommend to me a list of individuals that it deems most highly qualified. The final list of candidate recommendations should be unranked and should include qualifications, strengths, and weaknesses of each individual.

Please note that the names of any candidate(s) are not public until they are announced as finalists for on-campus interviews. Confidentiality is absolutely essential during the entire search committee phase of this process.

## Whitson Hester School of Nursing Dean Search Committee

| Lisa Zagumny | Dean \& Committee Chair |
| :--- | :--- |
| Susan Piras | Associate Professor |
| Toni Roberts | Lecturer |
| Melissa Geist | Professor |
| Barbara Jared | Director \& Associate Professor |
| Ann Hellman | Associate Professor |
| Jason Hurley | Staff |
| Zach Nosbisch | Student |
| Scott Lethi | Chief Nursing Officer at Cookeville Regional Medical Center |
| Rebecca Tolbert | External Representative |

## College of Agriculture and Human Ecology Dean Search Committee

| Doug Bates | Dean \& Committee Chair |
| :--- | :--- |
| Janice Branson | Professor |
| Cara Sisk | Assistant Professor |
| Brian Leckie | Assistant Professor |
| Rufaro Chitiyo | Assistant Professor |
| Bruce Greene | Interim Dean |
| Melinda Anderson | Director |
| Lisa Rice | Staff |
| Erik Kohler | Student |
| Nikki Hickman Gass | Student/alumni |
| Phillip Baker | External Representative |

College of Engineering Dean Search Committee

| Paul Semmes | Dean \& Committee Co-Chair |
| :--- | :--- |
| Sharon Huo | Associate Provost \& Committee Co-Chair |
| Chris Wilson | Associate Professor |
| Joe Biernacki | Professor |
| Daniel Badoe | Professor |
| Ambareen Siraj | Professor |
| Ismail Fidan | Professor |
| Steve Anton | Assistant Professor |
| Melanie Hutcherson | Staff |
| Harry Ingle | Staff |
| Joshua Egwuatu | Student |
| Tom Jones | External Representative |
| Phil Wilbourn | External Representative |

## Whitson-Hester School of Nursing Dean Search Timeline

October 5, 2018 - Submit recommendations on minimum/preferred qualifications to Provost
October 8, 2018 - Provide recommendations of places to advertise to Provost and HR
October 15, 2018 - Begin advertising online
October 22, 2018 - Every Committee Member nominates (2) two candidates
Advertising should run through November 30, 2018 (given we receive a viable candidate pool)
Committee should begin reviewing applicants as they come in
Skype interviews should be held between early December and early January
On-campus interviews should be held in February

## College of Agriculture and Human Ecology Dean Search Timeline

October 1, 2018 - Submit recommendations on minimum/preferred qualifications to Provost
October 5, 2018 - Provide recommendations of places to advertise to Provost and HR
October 8, 2018 - Begin advertising online
October 15, 2018 - Every Committee Member nominates (2) two candidates
Advertising should run through November 30, 2018 (given we receive a viable candidate pool)
Committee should begin reviewing applicants as they come in
Skype interviews should be held between early December and early January
On-campus interviews should be held in February (no later March)

## College of Engineering Dean Search Timeline

October 8, 2018 - Submit recommendations on minimum/preferred qualifications to Provost
October 12, 2018 - Provide recommendations of places to advertise to Provost and HR
October 17, 2018 - Begin advertising online
October 25, 2018 - Every Committee Member nominates (2) two candidates
Advertising should run through November 30, 2018 (given we receive a viable candidate pool)
Committee should begin reviewing applicants as they come in
Skype interviews should be held between early January and early February
On-campus interviews should be held in March (no later than April)

## Tenure Policy Committee

The Tenure Policy Committee convened during the fall semester and has continued to meet regularly. As stated in the formal charge below, the committee was asked to do a critical review of the current Tenure Policy (205) and draft a revised Tenure Policy that focuses on the components associated with attaining tenure. The committee was given a target date of February 1,2019 to provide a completed draft, which would allow this policy to meet all stages of the approval process and be presented at the June 2019 Board Meeting.

## Committee Members

| Sharon Huo | Co-Chair \& Associate Provost |
| :--- | :--- |
| Curtis Armstrong | Co-Chair \& Professor |
| Leeann Shipley | Professor |
| Yun Ding | Associate Professor |
| George Chitiyo | Professor |
| Holly Anthony | Professor |
| Mohamed Mahmoud | Associate Professor |
| Wendy Mullen | Chairperson |
| Sally Pardue | Associate Professor |
| Steve Frye | Director |
| Regina Lee | Professor |
| Judy Duvall | Associate Professor |

## Charge to the Committee

In this formal charge to the Tenure Policy Committee, I ask each member to play an active role in performing a critical review of the current Tenure Policy (205) and drafting a revised Tenure Policy that focuses on the components associated with attaining tenure. These include components of the policy associated with eligibility for consideration of tenure, tenuretrack timeline and reviews, tenure review/recommendation/decision participation, criteria to be considered, and (possibly) decision appeals.

The proposed policy should be straightforward and comprehensible and facilitate effective and efficient processes. The proposed policy should reflect the core values of Tennessee Tech University and foster the development and retention of faculty who excel in their discipline and advance the university's mission, including enduring education, impactful research, and collaborative service.

The revised policy should be proposed to the Board of Trustees in the June 2019 Board meeting. In order for the process to meet this target date, a final draft should be completed by February 1, 2019.

Thank you for serving on the Tenure Policy Committee. The Tenure Policy is one of, if not the most, critical policies of a university. I deeply appreciate the time and effort that you each will devote to this task. Thank you!

## Post Tenure Policy Committee

The Post Tenure Policy Committee convened during the fall semester and has continued to meet regularly. As stated in the formal charge below, the committee was asked to draft a revised Post Tenure Policy that focuses on the components associated with the time following award of tenure. The committee was given a target date of February 1, 2019 to provide a completed draft, which would allow this policy to meet all stages of the approval process and be presented at the June 2019 Board Meeting.

## Committee Members

| Mark Stephens | Co-Chair \& Senior Associate Provost |
| :--- | :--- |
| Jeff Roberts | Co-Chair \& Chairperson |
| Dennis Fennewald | Associate Professor |
| Jeff Boles | Chairperson |
| Meral Anitsal | Professor |
| Jeremy Wendt | Chairperson |
| Holly Stretz | Professor |
| Satish Mahajan | Director |
| Jeremy Hansen | Professor |
| Mike Gotcher | Dean |
| Sharon Holderman | Associate Professor |
| Rachel Hall | Assistant Professor |

## Charge to the Committee

In this formal charge to the Tenure Policy Committee, I ask each member to play an active role in performing a critical review of the current Tenure Policy (205) and drafting a revised Post Tenure Policy that focuses on the components associated with the time following award of tenure. These include existing components of the policy associated with transfer of tenure and termination of tenure, and (possibly) additional components associated with initiation of remediation plans, decision appeals, etc.

The proposed policy should be straightforward and comprehensible. It should focus on policies and not the details of procedures. It should facilitate effective and efficient processes. The proposed policy should reflect the core values of Tennessee Tech University and foster the development and retention of faculty who excel in their discipline and advance the university's mission, including enduring education, impactful research, and collaborative service. Finally, the policy should enhance public trust in the University by demonstrating that the faculty holds itself accountable to high professional standards.

The revised policy should be proposed to the Board of Trustees in the June 2019 Board meeting. In order for the process to meet this target date, a final draft should be completed by February 1, 2019.

Thank you for serving on the Post Tenure Policy Committee. I deeply appreciate the time and effort that you each will devote to this task. I sincerely trust in the collective wisdom of this committee's members to refine our policy for the benefit of Tennessee Tech University. Thank you!

## NEW ACADEMIC APPROVAL PROCEDURES

Approval of a new academic program includes two major processes: Approval of a Letter of Notification (LON) and Approval of a full New Academic Program Proposal (NAPP).

Process \# 1 - Seek THEC Approval of Letter of Notification (LON)


Process \#2 - Seek THEC Approval of New Academic Program Proposal (NAPP)








IR, 11/19/2018

Tennessee Technological University
Graduates by Major

Undergraduate Programs

| Academic Program | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 5 Year Avg* | \% THEC Req |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| PHYSICS | 6 | 3 | 5 | 4 | 1 | 3.8 | 38\% |
| ECONOMICS | 1 | 7 | 6 | 3 | 8 | 5 | 50\% |
| INTERNATIONAL BUSINESS AND CULTURES | 7 | 8 | 10 | 6 | 5 | 7.2 | 72\% |
| ENVIRONMENTAL \& SUSTAINABILITY STUDIES (New) |  |  | 1 | 1 | 8 |  |  |

Graduate Programs

| Academic Program | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 5 Year Avg* | \% THEC Req |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| COMPUTER SCIENCE | 3 | 2 | 8 | 1 | 5 | 3.8 | 76\% |
| ENGLISH | 6 | 2 | 6 | 4 | 2 | 4 | 80\% |
| CHEMICAL ENGINEERING | 4 | 2 | 4 | 4 | 6 | 4 | 80\% |
| ENVIRONMENTAL INFORMATICS (New) |  |  | 2 | 0 | 3 |  |  |

*5 year average as of most recent THEC assessment
** Updated 5 year average

| 2016-17 | 2017-18 | 5 Year Avg** | \% THEC Req (10) |  |
| :---: | :---: | :---: | :---: | :---: |
| 4 | 0 | 2.8 | 28\% | Not Met |
| 16 | 19 | 10.4 | 104\% | Met |
| 6 | 11 | 7.6 | 76\% | Not Met |
| 12 | 14 | 7.2 | 72\% |  |
| 2016-17 | 2017-18 | 5 Year Avg** | \% THEC Req (5) |  |
| 8 | 7 | 5.8 | 116\% | Met |
| 4 | 4 | 4.0 | 80\% | Not Met |
| 6 | 7 | 5.4 | 108\% | Met |
| 5 | 2 | 2.4 | 48\% |  |

