



## **BOARD OF TRUSTEES ACADEMIC AND STUDENT AFFAIRS COMMITTEE MEETING**

**March 22, 2018  
Bell Hall 260**

### **MINUTES**

#### **AGENDA ITEM 1 – ROLL CALL, CALL TO ORDER, OPENING COMMENTS**

The Academic and Student Affairs Committee met on March 22, 2018, in Bell Hall 260. Chair Barbara Fleming called the meeting to order at 8:01 a.m.

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

- Dr. Melissa Geist
- Capt. Barry Wilmore

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. Chair Fleming pointed out two follow-up items 1) faculty appreciation recognition, and 2) online education. With no recommendations or changes, Dr. Melissa Geist moved that the Committee approve the August 17th Academic and Student Affairs Committee Minutes as presented. Captain Barry Wilmore seconded the motion. The motion carried unanimously.

#### **AGENDA ITEM 3 – APPROVAL OF LETTER OF NOTIFICATION FOR NEW M.S. IN ENGINEERING MANAGEMENT**

Dr. Sharon Huo, Associate Provost, shared a request from the College of Engineering for the approval of a letter of notification to be submitted to the Tennessee Higher Education Commission proposing a new master of science in engineering management program in the college of engineering. Additional discussion was made regarding the benefits of the program.

Captain Wilmore moved to recommend approval of the letter of notification for a new M.S. in Engineering Management in the College of Engineering and to place it on the Board's regular agenda. Dr. Melissa Geist seconded the motion. The motion carried unanimously.

#### **AGENDA ITEM 4 – APPROVAL OF PROGRAM MODIFICATION FOR EdS IN COUNSELING & PSYCHOLOGY**

Dr. Sharon Huo shared a request from the Department of Counseling and Psychology for the approval of program modification for EdS in Counseling and Psychology which will allow students to pursue additional licensure in counseling fields. Dr. Barry Stein, Chair of Counseling and Psychology, provided information regarding the implementation of this modification.

Captain Wilmore moved to approve the program modification for EdS in Counseling and Psychology and to place it on the Board's regular agenda. Dr. Melissa Geist seconded the motion. The motion carried unanimously.

#### **AGENDA ITEM 5 – APPROVAL OF CHANGE IN GMAT WAIVER REQUIREMENTS FOR MASTER OF ACCOUNTANCY**

Dr. Sharon Huo shared a request from the Department of Accounting to approve a change in GMAT waiver requirements for a Master of Accountancy. Additional discussion was made regarding similar waivers at other universities.

Captain Wilmore moved to approve the change in GMAT waiver requirements for a Master of Accountancy and to place it on the Board's regular agenda. Dr. Melissa Geist seconded the motion. The motion carried unanimously.

#### **AGENDA ITEM 6 – INFORMATIONAL ITEMS**

The following informational items were presented to the Committee as an update with suggested timelines for next steps.

1. THEC Approved Letter of Notification for PhD in Counseling and Supervision
2. Changes to MA Admission Requirements in Counseling and Psychology
3. Concentration Name Change in English
4. New Concentration in English

#### **AGENDA ITEM 7 – OTHER BUSINESS**

There was no other business.

#### **AGENDA ITEM 8 – ADJOURNMENT**

There being no further business, the meeting adjourned at 8:23 a.m.

Approved,

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Barbara Fleming, M.D.

Chair

DRAFT



## Agenda Item Summary

**Date:** June 26, 2018

**Division:** Academic Affairs

**Agenda Item:** Policy 258 (Prior Learning Assessment)

Review

Action

No action required

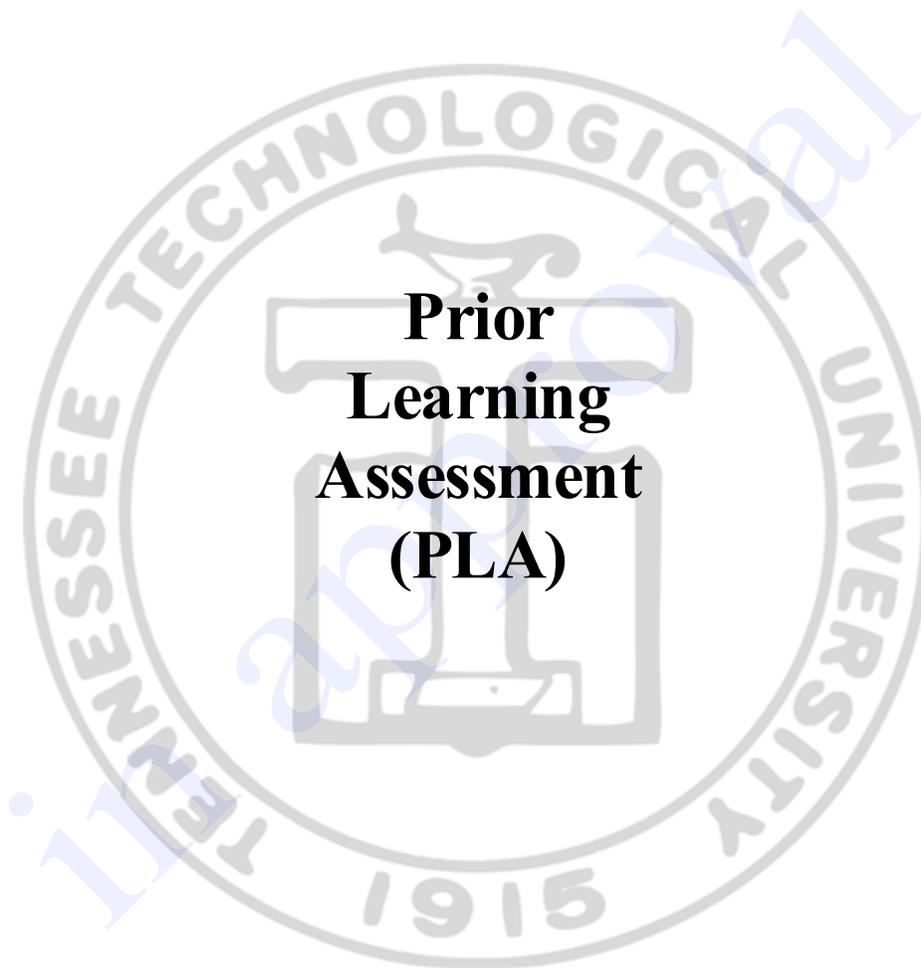
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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:**

The purpose of this policy is to establish a consistent TTU policy for the transfer, acceptance, and evaluation of Prior Learning Assessment (PLA) for undergraduate university credit.

# Tennessee Technological University Policy No. 258



*Effective Date:* July 1, 2018

**Policy No: 258**

**Policy Name: Prior Learning Assessment**

**Policy Subject: Definitions and Accepted Forms of Prior Learning Assessment)**

**I. Purpose**

The purpose of this policy is to establish a consistent TTU policy for the transfer, acceptance, and evaluation of Prior Learning Assessment (PLA) for undergraduate university credit.

**II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Provost and Vice President for Academic Affairs, with recommendations for revision presented to the Academic Council, University Assembly, and the Tennessee Tech Board of Trustees.

**III. Scope**

Parameters for awarding PLA:

- A. *External* - Any credits awarded for PLA must be in accordance with the Standards of The Commission on Colleges of the Southern Association of Colleges and Schools (SACS Standard 10.8) and policies and guidelines of the Tennessee Higher Education Commission.
- B. *Internal*- The maximum number of credits that can be earned through PLA (any combination) is 60 credit hours. In all cases, a student must earn 25% of hours required for graduation through Tennessee Tech credit. PLA credit will not count toward this 25% minimum.

No other limitations are to be placed in student eligibility for PLA credit, such as minimum age or work experience.

**IV. Definition(s)**

Prior Learning Assessment (PLA) is a term used to describe the evaluation of college-level, credit-worthy learning gained outside a traditional academic environment. It is learning and knowledge students acquire while living their lives, such as by working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source courseware. PLA is *not* confined to portfolio assessment, which is simply one type of PLA (as are CLEP tests, ACE evaluations, challenge exams, etc.).

Prior Learning Credit – University academic credit awarded as a result of PLA. Also called extra institutional learning credit.

**V. Policy/Procedure**

**A. Requirements for PLA credit to be awarded: Academic credit will be awarded only:**

1. For students who have been admitted to the institution.
2. After the student has consulted with an advisor about the possibility and advisability of seeking credit for PLA.
3. For students who have declared an academic program.
4. For credit directly applicable to curriculum requirements of the declared program. Changing majors may result in a reassessment of the applicability of the PLA credit.
5. PLA credit must be reviewed and approved by faculty in the discipline of the proposed credit.

**B. The following credit can be awarded for PLA:**

1. Advanced Placement (AP) Exams
2. American Council on Education (ACE) Guides- Published credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
3. College Level Examination Program (CLEP) Exams
4. Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSSTs).
5. Evaluation of Local Training – Program evaluations of non-collegiate instructional programs approved by individual colleges.
6. Excelsior College Examination Program (ECE)
7. Institutional Course Challenge Examination Credit
8. International Baccalaureate Programs (IB).
9. Portfolio Review Credit (or portfolio assessment credit) – A portfolio is prepared by the student to demonstrate and validate credit for learning acquired outside of the classroom. University faculty will use rubrics to evaluate the student portfolio and make credit recommendations. Portfolios will include documentation such as certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of artwork, evidence of self-directed learning, and resumes.
10. Prior Military Training Credit
11. Thomas Edison State College Examination Program (TECEP).
12. Dual credit program.
13. Dual enrollment program.
14. ACT/SAT

C. **How PLA credits may be used in a student's academic program:**

PLA credits apply toward majors, minors, concentrations, general education requirements, and electives that count toward the degree or certificate being sought in the same manner as traditional courses. PLA credits shall not be treated differently in their application and use than their course equivalencies or appropriate block credit. PLA credits also satisfy prerequisite requirements in the same manner as their course equivalencies.

D. **Transferability of PLA Credits**

1. Students who transfer to Tennessee Tech University may have their PLA credits transferred to the institution as long as the credits are applicable to the degree or certificate the student has declared. However, item 2 (below) still applies in the event that the receiving institution does not grant credit to its native students for that type of PLA credit.
2. PLA credit awarded at one institution which meets TTU Common General Education Core Requirements and/or Tennessee Transfer Pathway (TTP) requirements must be accepted as transfer credit toward the degree, in accordance with Transfer Guarantee policies related to the General Education Core or the Tennessee Transfer Pathways.

E. **Transcription of PLA Credits**

Prior learning credit that is granted will be given the grade of "S" (satisfactory). No quality points will be awarded to count toward GPA.

1. **Transcription Standards**

PLA credits shall appear on student transcripts in the following ways:

- a. **Prior Learning Portfolio-** Students may demonstrate college-level knowledge of a subject that they have acquired outside of a traditional college classroom (work, community service, or other experiences) through the development of a portfolio. Two types of PLA credit may be awarded through the portfolio assessments:
  - i. **Course Equivalency Credit:** Prior learning which is assessed based on the documented achievement of course specific learning outcomes will be recorded as that course.
  - ii. **Block Credit:** In instances where prior learning is assessed as block credit, that assessed credit will be identified by subject (ex. elective,

accounting, health, etc.); by course as lower division (LD) or upper division (UD); with a grade of “S”.

- b. **College Level Exam Program (CLEP)** - Students may earn college credit for certain examinations administered by the College Level Exam Program. To receive credit for a CLEP test, a minimum score must be earned (see Catalog for details ). CLEP credit will be recorded as course specific credit. CLEP credit will be identified as transfer credit from the College Level Exam Program.
- c. **ACT/SAT** - Students may earn college credit for certain sections of the ACT/SAT test. To receive credit, a minimum score must be earned (see Catalog for details [ADD LINK HERE](#)). ACT/SAT credit will be recorded as course specific credit with a grade of “S”. ACT/SAT credit will be identified as transfer credit from the ACT/SAT Program.
- d. **Advanced Placement** – Course credit for successful completion of Advanced Placement examinations administered by the College Entrance Examination Board to high school students will be granted to students presenting Advanced Placement examination grades (see Catalog for details <http://catalog.tntech.edu/content.php?catoid=23&navoid=4371&hl=%22AP%22&returnto=search>).
- e. **International Baccalaureate (IB)** – Course credit for successful completion of examinations administered by IB to high school students will be granted to students presenting IB grades (see Catalog for details <http://catalog.tntech.edu/content.php?catoid=23&navoid=4372&hl=%22IB%22&returnto=search>).
- f. **DANTES Subject Standardized Test (DSST)** – Students may earn college credit for acceptable scores on the DANTES Subject Standardized Test; based on institutional or system policy. If no such policy exists and an institution accepts DSST credit, then college credit shall be awarded based upon the credit recommendations and minimum scores recommended by the American Council on Education by default.
- g. **Military Credit** – Credit awarded for completion of service schools will be governed by recommendations at the baccalaureate or associate level from the current Guide to the Evaluation of Educational Experience in the Armed Services. Military transcripts such as SMART or AARTS must be presented to the Office of Academic Services, and students will work directly with the Office of Military and Veteran Affairs and/or PLA Coordinator to determine what potential credit is appropriate for the particular program of study. Upon presentation of a copy of the veteran’s report of separation (DD Form 214) and/or Joint Services Transcript (JST), the following credit may be awarded:

- i. A minimum of eight semester credit hours will be granted based on information received from DD Form 214 and/or JST transcript with completion of Initial Entry Training (IET) and completion of Military Occupational Specialty (MOS) training.
- ii. Credit will be awarded for formal service schools based on recommendation from the Office of Educational Credit of the American Council on Education after consultation with an academic advisor. All documentation supporting service-related educational experiences should be filed with the Admissions Office.
- h. **Occupational and Workplace Training** – Credit awarded for completion of workplace (corporate, volunteer, government, etc.) training may be awarded based on recommendations by nationally recognized college credit recommendation services or the individual evaluation and determination by the appropriate university department/school.
- i. **Institutional Course Challenge Examinations** – An institutional course challenge examination may be available to students who have knowledge of a subject area not covered by standardized exams (e.g., ACT, CLEP). Challenge exams are coordinated through the appropriate academic unit.

## 2. Transparency of the award/denial of PLA credit

When a student has applied for PLA credit, the following procedures must be followed:

- a. Portfolio: Assessor must provide reasoning for the amount of credit hours awarded or a written explanation of the evaluation of the portfolio, regardless of outcome.
- b. ACE, CLEP, and other forms of non-portfolio PLA credit: If credit is denied, students will be notified with an automated message seven days after the evaluation of the credit.

## 3. Appeals

- a. Students may appeal PLA credit decisions using the Requests for Exception form.
- b. Recommendations and scoring by ACE, CLEP, and other external bodies are under the auspices of the evaluation body and cannot be appealed at the college/university level. Student appeals of these decisions should be directed to the appeals procedures for each testing agency or credit recommendation service.

- c. Revision of portfolio – Students may submit revised portfolios upon recommendation of the assessor after receiving recommendations for improvement or reasons for credit denial.

**VI. Interpretation**

The Provost and Vice President for Academic Affairs or his/her designee has the final authority to interpret the terms of this policy.

**VII. Citation of Authority for Policy**

THEC Recommended Standards in Prior Learning Assessment (PLA) Policy and Practice for Tennessee Public Colleges and Universities: The Tennessee Prior Learning Assessment Task Force. Approved August 7, 2012

**VIII. Approved by:**

Academic Council: [List date approved]

University Assembly: [List date approved]

Board of Trustees: [List date approved]

in approval



## Agenda Item Summary

**Date:** June 26, 2017

**Division:** Academic Affairs

**Agenda Item:** Revisions to Policy 268 (Honorary Degrees)

Review

Action

No action required

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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:**

The purpose of this policy is to establish procedures for awarding honorary degrees.

## **Tennessee Technological University Policy No. 268**



*Effective Date: July 1, 2018*

**Policy No.:** 268

**Policy Name:** Honorary Degrees

**Policy Subject:** Awarding honorary degrees

**Effective Date:** July 1, 2018

### **I. Purpose**

The purpose of this policy is to establish procedures for awarding honorary degrees.

### **II. Review**

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

### **III. Policy**

#### **A. Tennessee Tech awards honorary degrees:**

1. To persons whose careers reflect sustained and superlative achievement in their professions research, scholarship, public service, leadership, volunteerism, and/or cultural affairs as well as new frontiers of human endeavor;
2. To advance the educational missions, goals, and programs of Tennessee Tech by developing associations with persons who embody the same ideals, values, and aspirations; and
3. To inspire students, faculty, staff, administrators, alumni, and members of the local, national, and world communities to emulate such standards of excellence, integrity, and commitment to enhance the public good.

#### **B. Criteria for Selection**

1. Tennessee Tech awards an honorary degree only in exceptional circumstances.
2. Tennessee Tech will award no more than two (2) honorary degrees in any given year.
3. Current faculty, staff, and trustees are not eligible to receive an honorary degree. Faculty, staff, and trustees who have been separated from Tennessee Tech at least three (3) years are eligible.

4. Currently elected/appointed public officials and current candidates/nominees for public elective/appointed offices within the State of Tennessee are not eligible.

### C. Procedures

1. Any Tennessee Tech employee may nominate an individual for an honorary degree by submitting a written request to the Executive Office of the Committee on Commencements, Convocations, and Academic Ceremonies.
2. Tennessee Tech's Committee on Commencements, Convocations, and Academic Ceremonies, in conjunction with the President, will establish a selection committee of no more than seven (7) members, four (4) of whom must hold faculty rank.
3. The Executive Office of the Committee on Commencements, Convocations, and Academic Ceremonies, upon receipt of a nomination, will convene a selection committee within four (4) weeks of receiving a nomination, absent good cause.
4. The nominator must submit the following required information to the selection committee:
  - a. Letter from the nominator that focuses on personal knowledge of the nominee's career accomplishments and reputation.
  - b. Letter from a Tennessee Tech Dean, Vice President, or President demonstrating support for the nomination.
  - c. Nomination summary of 100 words or less, restricted to outlining the nominee's accomplishments, excluding degrees and appointments.
  - d. Dossier of no more than 25 pages, including current contact information, date and place of birth, education, employment, membership in professional societies, honors and awards, professional and public service, consulting activities, etc.
5. The nominator may submit the following optional information to the selection committee:
  - a. Supporting letters (no more than 3) from the nominee's colleagues at Tennessee Tech.

- b. Supporting letters (no more than 3) from the nominee's colleagues outside of Tennessee Tech.
6. To the extent allowed by law, the selection committee's deliberations will be confidential.
7. The Executive Office will forward any recommendations for honorary degrees to the President for review and recommendation to the Board.
8. The Board will approve or disapprove the nomination.
9. The Board's decision is final.

#### **IV. Interpretation**

The President or his/her designee has the final authority to interpret the terms of this policy.

#### **V. Citation of Authority for Policy**

T.C.A. 49-8-203(a)(1)(B)

Approved by:

Academic Council: April 11, 2018

University Assembly: April 18, 2018

Board of Trustees:



## Agenda Item Summary

**Date:** June 26, 2018

**Division:** Academic Affairs

**Agenda Item:** Informational Items

Review

Action

No action required

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**PRESENTER(S):** Provost Bruce

**PURPOSE & KEY POINTS:** The items presented are for informational purposes only and require no action from the Board. Supporting documents can be found in the Academic & Student Affairs Resource Center within Diligent. Informational items include:

- New Certificate Program in Agriculture
- New Agricultural Science and Management Concentration
- New Pre-Physician Assistant Concentration in EXPW
- Terminate a Concentration in Political Science Major
- Changes to DNP Program Core Courses
- New Exercise Science Concentration in C&I EdS
- Transition of the Master of Science in Nursing program from the TN eCampus partnership degree program to Tennessee Technological University (TTU), Whitson Hester School of Nursing (WHSON).



## Agenda Item Summary

**Date:** June 26, 2018

**Division:** Athletics

**Agenda Item:** Athletics' Report

Review

Action

No action required

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**PRESENTER(S):** Director Mark Wilson

**PURPOSE & KEY POINTS:**

TTU Athletic Director will provide brief report to include updates and accomplishments.



## Agenda Item Summary

**Date:** June 26, 2018

**Division:** Academic Affairs

**Agenda Item:** Student Advisory Council Update

Review

Action

No action required

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**PRESENTER(S):** Student Trustee Allard

**PURPOSE & KEY POINTS:**

An update will be provided on the status of the Student Advisory Council.