

MINUTES OF THE ACADEMIC COUNCIL
TENNESSEE TECH UNIVERSITY

April 2, 2008

The Academic Council met at 3:30 p.m. on Wednesday, April 2, 2008, in the Deans' Conference Room of Derryberry Hall with Christine Miller, Chairperson, presiding.

The following members of the council were present:

Dr. Paul Semmes	Dr. Sharon Huo
Dr. Larry Peach	Dr. Gretta Stanger
Dr. Winston Walden	Dr. Corinne Darvennes
Dr. Bobby Hodum	Dr. Kari Rajan
Dr. Cathy Cunningham	Dr. Linda Null
Dr. Susan Laningham	Dr. Brian O'Connor
Dr. Jeff Roberts	Dr. John Harris
Dr. Steve Isbell	Dr. Darrell Hoy
Dr. Christine Miller	Ms. Nicole Bostick

Others attending the meeting were Dr. Mark Stephens, Dr. Robbie Sanders, Dr. Allan Mills, Dr. Glenn James, Mr. Danny Reese, Mr. Jim Rose, Ms. Denise Hensley, Ms. Phyllis Miller, and Ms. Yvonne Gribble. The following members of the Council were absent:

Dr. Pat Bagley	Ms. Whitney Tayes
Dr. Susan Elkins	Dr. Jim Baier
Dr. Bob Wood	Dr. Pat Jordan
Dr. Roy Loutzenheiser	Dr. David Larimore
Ms. Amy Blaylock	Dr. Don Visco
Mr. Dan Gager	Mrs. Susan Clark
Mr. Mitchell Davis	Mr. Ray Jordan

SUMMARY OF PROCEEDINGS

Approved agenda.

Approved the minutes of the January 23, 2008 meeting.

Approved annual reports from committees reporting to the Academic Council.

Reviewed interpretation for prior-service credit for promotion policy.

Discussed mid-cycle revisions to strategic goals.

Approved data security and use policies.

Elected chairperson for 2008-2009.

Discussed change in meeting date and time for Academic Council.

Discussed dissemination of information on committee decisions.

Approved policy changes necessary for Banner.

PROCEEDINGS

Approval of Agenda

Dr. Harris MOVED approval of the agenda and Dr. Stanger SECONDED the motion. The agenda was APPROVED.

Approval of the Minutes of the January 23, 2008 Meeting

Dr. Stanger MOVED approval of the minutes and Dr. Darvennes SECONDED the motion. The minutes were APPROVED.

Annual Reports from Committees Reporting to the Academic Council

Dr. Harris MOVED approval of all the reports as submitted and Dr. Peach SECONDED the motion. The motion PASSED.

Prior-Service Credit for Promotion

Dr. Stephens explained the email message from Dr. Armistead regarding the Interpretation of 2005 Promotion Policy Regarding Prior-service Credit (see attachment). Since the policy on prior-service credit toward promotion is not as clear as the policy regarding tenure, Dr. Armistead provided the interpretation, which was also approved by Dr. Bell. Requests for prior-service credit toward promotion requires Dr. Bell's approval.

Mid-Cycle Revisions to Strategic Goals

Mr. Rose stated that as part of the performance funding process, TTU established specific goals and we are in the middle of the five-year cycle. There were two specific goals - one an institutional goal and one a state goal. Since we exceeded both of these goals, THEC asked us to revise the goals. The new goals are: (1) promoting international understanding and (2) improve student preparation through dual-enrollment programs (see attachments). For the first goal we will increase the number of students studying abroad. The second goal will be obtained by increasing courses offered in dual enrollment by identifying courses community colleges do not offer.

Data Security and Use Policies

Mr. Reese explained the three attachments that were sent to the council. (1) Data Security Policy – Level III High Sensitivity data that includes SS#s, credit card #s, etc. needs to be encrypted. This includes all laptops and desk-top computers that have sensitive data on them. SS#s will be replaced by T#s in Banner. (2) Confidentiality Agreement – This form must be signed by everyone including students and kept in the respective departments. Internal Audit will be doing random audits to see that these forms are complete and on file. (3) Acceptable Use Policy for ResNet – This policy covers several things, but the biggest issue is the downloading of illegal music and videos. Students cannot have a server or wireless access points. Dorms are provided with network connection. Dr. Walden MOVED approval of these policies and Dr. Cunningham SECONDED. One form is sufficient for persons working in more than one area. All student workers must sign a form even if they do not have access to sensitive data. The form is currently on the ITS website, but will be moved to the HR website. The motion was APPROVED unanimously.

Election of Chairperson for 2008-2009

Dr. Roberts stated that the nominating committee met and would like to nominate Dr. Corinne Darvennes of Mechanical Engineering as chairperson for 2008-2009. Dr. Harris MOVED nominations cease and Dr. Stanger SECONDED the motion. Dr. Darvennes was ELECTED by a unanimous vote.

Such Other Matters

1. Change in Meeting Date and Time for Academic Council – Dr. Miller stated that Dr. Armistead had been discussing the need for the General Education and University Curriculum committees and Academic Council meetings to be scheduled to ensure sufficient time for these committees to present material for approval. The Gen. Ed. and Curriculum committees have agreed to move their meetings where appropriate. The suggestion was to move the Academic Council meetings to Thursdays at 3pm. There was discussion regarding conflict with faculty class schedules and other previously scheduled meetings such as A&A Officers and Faculty Senate. Dr. Null MOVED that the Academic Council, University Curriculum and Gen Ed committee meetings remain on the same day of the week and that the three committee chairs

meet to determine the best dates for the meetings. Dr. Harris SECONDED, and after further discussion, the MOTION was APPROVED unanimously.

2. Dr. Rajan MOVED approval of the memo regarding Dissemination of Information on Committee Decisions and Dr. Hoy SECONDED (see attachment). There was discussion on how students and faculty learn of changes that are approved by the University Curriculum and Graduate Program committees, and the Academic Council. Academic Council representatives from each college should relay messages to their departments and students. Changes are made in the catalog, student handbook, and faculty handbook. Information is also disseminated from the Provost's office. Dr. Armistead suggested that a meeting be held at the end of each semester with the chairs of various committees to discuss what information needs to go to the faculty and students. Some items have to be approved by other bodies before being transmitted to faculty, staff, students, etc. Information is also provided at the faculty meeting each semester. It was decided that the Council would be more diligent in getting information to the appropriate persons. Information can be sent to advisors to share with their students. Dr. Rajan withdrew his motion.
3. Dr. Semmes reviewed items regarding TTU Policy Changes Made Necessary by the Conversion to Banner (see attachment).
 - (1) Midterm Progress Reporting – In Banner, there is no convenient way to identify the freshmen enrolled in each class, and there is no way to restrict the midterm grades just to “S” or “U”. There was a lengthy discussion on the use and benefits of the information and if faculty will continue to complete the reports. Dr. O'Connor MOVED to strongly encourage faculty to continue midterm progress reporting for 1000 and 2000 level courses and Dr. Null SECONDED the motion. After further discussion, a vote was called with 10 yes and 5 no; MOTION carried.
 - (2) Satisfactory and Unsatisfactory grades for students on co-op assignments – Co-op students receive a grade of “S” or “U”. Normally, the “U” is counted in the QPA, but currently the “U” is exempt from co-op QPA. The proposal is to add new grades of “SC” and “UC” for co-op assignments and no quality points or hours are associated with these grades. Ms. Bostick MOVED approval and Dr. Darvennes SECONDED the motion; APPROVED unanimously.
 - (3) Unsatisfactory progress warning notice – A warning notice is posted on a student's grade report on Eagle Online. However, this cannot be done in Banner. It was decided to discontinue the practice of posting an “Unsatisfactory Progress” notice and remove this statement from the catalog. This was an information item and a vote was not needed by the Council.
 - (4) Repeating courses with grade replacement – Effective Fall 2008 there will no longer be a cap on repeating courses (the previous policy was a cap of 16 credit hours). A question has arisen whether a student who has met the 16 credit hour cap before Fall 2008 can request removing the 16 hour cap retroactively. Dr. Semmes MOVED that approval of removing the 16 credit hour cap should apply even to courses in academic history for students enrolled in Fall 2008, and Dr. Hodum SECONDED the motion. The vote was 11 yes and 3 no. The motion was APPROVED. It was noted that students who have graduated cannot change their GPA. Their GPA at graduation is final.

The meeting was adjourned at 5:20 p.m.

Carol Holley
Carol Holley, Recorder

approved 9/10/08