

**University Assembly**  
**November 20, 2013**  
**President's Conference Room**

**Members Present:** Ballal, Bates, Boles (sub. Frye), Burnett (sub. Bohannon), Dainty, Darvennes, Dollar, Gays, Geist, Ghorashi, Holderman, Hooper, Humphrey, Huo, Hutchins, J. Isbell, S. Isbell, James, Kharif, Lee, Lloyd, Macke, Manginelli, Matson, O'Connor, Oldham (presiding), Phillips, Propes, Rencis, Roberts, D. Russell, Self-Mullens, Semmes, Setliff, Stephens, Stinson, Stubblefield, Talbert, Wilson, Young

**Members Absent:** Aikens, Anitsal, Anthony, Badoe, Baier, Butler, Carnal, Ding, Duvall, Fidan, Frazier, Graves, Greene, Hanna, Howard, Jared, Jordan-Wagner, Laningham, Lindstrom, Loutzenheiser, Luckett, McDonald, Null, Ogbomo, Ojo, Pineda, Piras, Plant, B. Russell, Shipley, M. Smith, S. Smith, Soni, Stretz, Tribble, Walker, Winningham, Wise

**Others Present:** Carpenter, Christenberry, Zsigalov

**Summary of Proceedings**

Approved agenda

Approved minutes of April 24, 2013

Approved "Minors on Campus" policy

Approved "Enterprise Information Security Program" policy

Approved "Password Management" policy

Approved "Information Security Roles & Responsibilities" policy

Received report of Administrative Council for fall 2013

Received report of Academic Council for fall 2013

**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. Mr. Stubblefield seconded. Motion APPROVED.

A motion to approve the minutes of April 24, 2013, as distributed, was made by Mr. Hutchins and seconded by Mr. Wilson. Motion APPROVED.

Upon suggestion by the chair, Mr. Wilson made a motion for blanket approval of the following policies. Mr. Stubblefield seconded the motion.

“Minors on Campus” policy: Provides guidance regarding the responsibilities and restrictions placed on individuals and groups sponsoring events on campus that involve minors. The policy was revised, at the suggestion of Academic Council, to exclude general public events where parents/guardians are invited/expected to provide supervision of minors, or to events where parents/guardians are explicitly required to accompany their children.

“Enterprise Information Security Program” policy: Aims to maintain an Enterprise Information Security Program to protect sensitive and valuable information resources against unauthorized modification, use, destruction, or disclosure, whether accidental or deliberate.

“Password Management” policy: Establishes that a personal user login ID and unique password, constructed to comply with the policy criteria and routinely changed, will be required of all users before they are allowed access to the TTU network and systems. Passwords will be used for authentication of access to all TTU network and systems except where stronger authentication methods are deemed necessary.

“Information Security Roles & Responsibilities” policy: States that all persons and organization using the information technology facilities and resources owned, leased or administered by the University shall follow and adhere to the policies defined by the TTU Enterprise Information Security Program to protect information throughout the University. The policy complements and supports compliance with TBR and State policy.

Motion APPROVED.

**Administrative Council:** The Assembly unanimously received the following report from the Administrative Council for fall 2013, as reported by Dr. Ballal. Council met three times during the fall 2013 semester: September 11, October 16 and November 13. At each meeting, agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

### **September 11, 2013**

- Approved the policy on “Access to Public Records” as proposed. As a state entity, the University’s records are open for inspection under Tennessee’s Public Records Act, and the policy establishes a uniform process for charging and responding to requests for records.

- Received briefing on “Internal Audit” policy. The policy is TTU’s version of the TBR policy for compliance with the Institute of Internal Auditors (IIA) per TBR and state law.

**October 16, 2013**

- Approved the Constitution for the TTU Water Professionals Student Chapter. The organization’s purpose is to promote the professional needs of men and women with interests in the water or wastewater industries, water resources profession or other related careers. The student chapter is the combination of three professional associations: the American Water Resources Association, the American Water Works Association and the Water Environment Federation.
- Approved the TTU Able Bodies Community Constitution. The organization aims to provide a sense of welcome and belonging to all individuals of Tennessee Tech and the surrounding community while placing special emphasis on individuals with disabilities.
- Approved the “Minors on Campus” policy. The policy provides guidance regarding the responsibilities and restrictions placed on individuals and groups sponsoring events on campus that involve minors (with exception to those which require the attendance of parents).
- Approved “The Eagle Card” revised policy. Revised policy updates the cost information stating that the first card is at no cost to the student and each additional card issued will be \$10.
- Approved the revised “TTU Counseling Center” policy. The revised policy includes clinical service eligibility, methods of contact, requirements for treating minors and the scope of practice for the TTU Counseling Center.
- Approved the revised “Immunization Policy for New Full-Time Students in TBR Institutions.” The revision addresses the change in TBR adopted policy requiring students under 22 living in campus housing to receive meningitis vaccination.
- Approved the “Class Excuse” policy which states that Health Services does not routinely issue class excuses for missed classes or examinations because of an illness.

**November 13, 2013**

- Approved the Constitution of the College of Education ASCEND Education Club. The organization’s purpose is to organize students in the College of Education who are pursuing a teaching license.
- Approved the CyberEagles Club Constitution. The purpose of the Club is to increase awareness of the importance of computer and information security; awareness about security careers and opportunities for students; present opportunities of informational sessions in both cyber offense and defense techniques and tools; promote research in security; and to help members network with peers and security professionals.

- Approved the Relay for Life at TTU Constitution. Relay for Life at TTU is organized to raise awareness and educate the student and campus population about cancer. It is also designed to celebrate cancer survivorship and to raise money for medical research and programs conducted by the American Cancer Society.
- Approved the Constitution of Renewable Energy Organization. The organization's purpose is to study new renewable energy technologies that will meet society's energy demand by creating awareness to students through education and experimentation.
- Approved a revision to the Student Handbook, Student Organizations 4.6. Revision provides guidelines for distribution of all funds and assets in the event of an organization's dissolution.
- Approved the "Library Collection Development" policy. Provides definitions of those who participate in the development of the Library materials collections.
- Approved the "Preventing and Reporting Fraud, Waste, or Abuse" policy. Policy establishes fraud, waste, and abuse definitions, prevention methods, and reporting methods and generally describes the related investigations.
- Received the revised policies as presented for the following:

"Publication" policy: Purpose is to improve the effectiveness of Tennessee Tech's publications, and ensure Tennessee Tech is in compliance with both TBR policies and Tennessee state law.

"TTU Student Complaint" policy: Ensures that the concerns and complaints of undergraduate and graduate students are addressed fairly and resolved promptly.

"Withdrawal Procedure" policy: Explains the process for students to withdraw from TTU.

"Allergy Injections" policy: Establishes a policy related to administering allergy injections for eligible TTU students and employees.

"Special Parking for Students" policy: Promotes and provides adequate health care to students of TTU by supporting a request for a temporary parking permit under special circumstances.

HR related policies revised to mirror TBR policies established for each area:

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| • Annual Leave                             | • Educational Assistance for Spouse & Dependents of TTU Employees |
| • Bereavement Leave                        | • Employment of Minors  |
| • Civil Leave                              | • Parental Leave  |
| • Educational Assistance for TTU Employees | • Voting Leave  |

**Academic Council:** The Assembly received the report from the Academic Council for fall 2013 as reported by Dr. Steve Isbell. Council met two times during the fall 2013 semester: October 16 and November 13. At each meeting, agenda and minutes of the previous meeting were approved. The following summarizes these meetings:

**October 16, 2013**

- Approved the dissolution of the ISEE Committee
- Approved the request for a Nursing Clinical Track Faculty appointment
- Received information on MSN RODP catalog changes
- Approved new concentration in Business Management
- Received information on the name change for MIS concentration
- Approved termination of MA concentration in agency counseling
- Approved new concentration in EdTech EdS in Curriculum and Instruction
- Approved minors on campus policy

**November 13, 2013**

- Approved Changes to the Faculty Research Committee Grant Program (by email vote)
- Approved Change of Child Life Option to a Concentration
- Approval of Course Prefixes and Descriptions for Counseling and Psychology

Dr. Ballal moved to adjourn. The motion was duly seconded. Meeting ADJOURNED at 3:55 p.m.

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Terri Taylor, Recorder

Documents on file with minutes:

- “Minors on Campus” policy
- “Enterprise Information Security Program” policy
- “Password Management” policy
- “Information Security Roles & Responsibilities” policy