

Faculty Senate Business Meeting

Minutes November 3, 2025

Location: 1205 Lab Science Commons

Present: M. Allen (Board of Trustees Faculty Rep.), M. Atkinson (Senate President-Elect), C. Brown, R. Chitiyo, S. Christen, M. Comer, K. Craven (Senate President), K. Grimes, S. Hasan, A. Hill (Senate Secretary), M. Hu, J. Jenkins, K. Kennedy, R. LeBorne, J. Mabry, A. Manginelli, L. Null, B. O'Connor, M. Olsen, H. Park, M. Rajabali, S. Seiler, L.A. Shipley, L. Sutters, K. Trent, B. Wilson, K. Winkle (Chair, Academic Council)

Absent: J. Baier, S. Browning, W. Carroll, B. Carver, M. Creter, A. Donadio, J. Field, J. Gannod, R. Hall, C. Hill, A. Kalyanapu, C. Killman, T. Majors, D. Mann, M. Natrass, J. Ojo, Y. Peng, T. Smith (Past-President), A. Spears, D. Tennant, T. Timmerman, S. Wendt, K. Xu

Guests Speaker: Lydia Kendall, Director of Teaching and Tutoring Center

Time Called to Order: 3:41 p.m.

Presiding: K. Craven (Senate President)

1. Approvals

Agenda Approved – Christen/Atkinson, 1 abstention recorded

Minutes/Notes Approved: Christen/Atkinson

- Oct. 6 Business Meeting
- Oct. 20 Meeting with President Oldham –approved with clarification added regarding anonymous feedback on foreign language closure

2. Testing and Tutoring Services Overview

(Lydia Kendall)

- Tutoring Services Structure: Tutoring available for all subjects, in-person and online. Engineering and writing tutoring reinstated due to demand. Evening/weekend support emphasized for commuter/non-traditional students.
- Collaboration with Departments: Partnerships with engineering, nursing, history. Mandatory tutoring for high DFW courses. Flexible scheduling for nursing tutors.

- **Faculty Recommendations and Tutor Hiring:** Hiring relies on faculty recommendations, especially for non-work-study roles. Hasan noted ECE department responded promptly. Faculty encouraged to email recommendations to tutoring@tntech.edu.
- **Tutor Qualifications and Evaluation:** Tutors must have high grades and maintain minimum GPA. Evaluated via student feedback; poor evaluations may lead to reassignment.
- **Testing Services and Security Protocols:** Faculty retain control over exam content and format. Security includes yonder pouches, ID verification, and reporting irregularities.
- **Capacity and Future Expansion Plans:** Computer stations converted to paper-based as needed. Plans to separate computer and paper testing areas.

3. Compliance Conversion of Online Materials

- **Accessibility Conversion Process:** Use Word with custom styles before converting to PDF. Save both formats for easier updates.
- **Panorama and Style Sheet Issues:** Panorama may not recognize Word titles. Default style colors may fail contrast checks; custom styles recommended.
- **Deadlines and Compliance Targets:** Internal deadline: February 19, 2026. External deadline: End of April 2026. Goal: 70% compliance with no major issues.
- **Textbook and OER Accessibility:** Compliance applies to LMS-uploaded materials. Publishers responsible for textbook accessibility unless faculty provide materials directly.

4. Faculty Ombudsperson Proposal Review

- **Proposal Review and Next Steps:** Mustafa requested faculty review and edit proposal with tracked changes. Discussion and resolution planned for first business meeting of new year.

5. THEC Master Plan and Statewide Alignment

- **THEC Master Plan Themes:** Focus on alignment, agility, and achievability. Supports smoother transitions from TCATs to universities.
- **Transfer and General Education Alignment:** Ongoing issues with course equivalency across LGIs. Complicates student transfers and degree completion.
- **Board of Trustees Training and Mission Statement:** Training on committee st

structures and concise mission statements. University mission statement may be too lengthy.

6. Adjournment

Motion to Adjourn: Christen/Olsen – Passed. Meeting adjourned at 4:39 p.m.

7. Action items

- Tutoring Footnote Addition: Add note clarifying anonymous feedback on foreign language closure
- Journalism Tutoring Responsibility: Clarify whether journalism tutoring falls under West or library
- Faculty Recommendations for Tutors: Send names of outstanding students to tutoring@tntech.edu
- Ombudsperson Proposal Review: Edit proposal on Teams with tracked changes
- Accessibility Compliance Deadline Communication: Share February 19 deadline with relevant faculty