

**Tennessee State University
Board of Trustees**



**ACADEMIC AFFAIRS
AND STUDENT AFFAIRS
COMMITTEE REPORT**

**TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES
ACADEMIC AFFAIRS AND STUDENT AFFAIRS
COMMITTEE MEETING AGENDA**

10:00 a.m. CST
Thursday, September 20, 2018

Tennessee State University – Main Campus
McWherter Administration Building,
President’s Conference Room
3500 John A. Merritt Blvd. Nashville, TN 37209

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the June 21, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Approval of TSU’s Policy on SACSCOC Substantive Change
- V. Approval of New Certificate Programs for Public Health Management and Local Government
- VI. Approval of Inactivation of the School Psychology Concentration in the M.S. Program in Psychology
- VII. Academic Affairs Report
- VIII. Student Affairs Report
- IX. Student Trustee Orientation Report
- X. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the
June 21, 2018,
Academic Affairs and
Student Affairs
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 20, 2018

ITEM: Approval of the June 21, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

The document reflecting the minutes from the June 21, 2018, Academic Affairs and Student Affairs Committee meeting is included in the September 20, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' June 21, 2018, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's September 20, 2018, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
June 21, 2018
Tennessee State University – Main Campus –
McWherter Administration Building. President’s Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee 37209**

MINUTES

Committee Members Present: Trustees Pam Martin, Richard Lewis, Ali Sekmen, and Braxton Simpson

Other Board Members Present: Trustees Deborah Cole, Edith Peterson Mitchell, Joseph Walker, III, Stephen Corbeil, and Bill Freeman

University Staff Present: President Glenda Glover; Laurence Pendleton, University Counsel and Board Secretary; Dr. Alisa Mosley, Associate Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dr. Tracey Ford, Vice President of Student Affairs, and Cynthia Brooks, Vice President of Business and Finance.

I. CALL TO ORDER

Trustee Martin called the meeting to order at 10:52 a.m.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair’s request. All member of the committee were present. Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE JUNE 21, 2018, COMMITTEE MEETING MINUTES

Trustee Martin proceeded to the approval of the March 15, 2018, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the March 15, 2018, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the June 21, 2018, Board meeting. Trustee Sekmen seconded the motion, which carried unanimously.

IV. APPROVAL OF TENURE AND PROMOTION RECOMMENDATIONS

President Glover asked Dr. Mosley, Associate Vice President of Academic Affairs to provide the report for this item as her designee.

Dr. Mosley commented that Pursuant to the TSU tenure policy, tenure eligible faculty members must apply for tenure in their sixth year. A faculty member is required to submit a portfolio of

materials in support of their tenure application. The criteria TSU uses to evaluate applicants include quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

Dr. Mosley informed the committee that the University reviews the tenure candidate's portfolio at several levels, including at the departmental, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive tenure review and approval process, as well as the list of those recommended for tenure, were included in the board materials.

Dr. Mosley noted that during this tenure review period, fourteen (14) tenure eligible faculty members applied for tenure. One tenure eligible faculty member stopped the tenure clock, in accordance with the University's tenure policy, and did not apply for tenure. President Glover recommended the fourteen tenure applicants for tenure as follows:

Dr. Mosley advised that Faculty members of TSU might apply for promotion upon completion of the required years in rank. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she has achieved the required years in rank and meets the defined qualifications for the various faculty ranks, which are assistant professor, associate professor, and professor.

Dr. Mosley further noted that faculty members who are at the associate professor level generally apply for promotion to professor after five years of service at the associate professor level. She outlined that in order for faculty to apply for promotion, a faculty member must prepare a portfolio containing evidence of the faculty member's teaching, research, and service since his or her last promotion at TSU. The specific evidence requested includes quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

Dr. Mosley informed the committee that the University reviews the candidate's portfolio at several levels, including at the departmental, college, and University level. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive promotion review and approval process, as well as the list of those recommended for promotion, were included in the June 21, 2018, board materials.

Dr. Mosley stated that twenty-six (26) faculty members applied for promotion. President Glover recommended twenty (20) faculty members for promotion. The University level did not overturn any department level decisions regarding tenure or promotion.

Dr. Mosley stated that the proposed implementation date was set for August 2018. Twenty (20) faculty members were recommended for promotion. Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve all tenure and promotion recommendations.

Trustee Lewis moved to recommend to the full Board the approval of all of President Glover's recommendations of faculty tenure and promotion. Dr. Sekmen seconded the motion.

During discussion, Dr. Sekmen conveyed concerns regarding tenure and promotion, specifically, the process and movement of the faculty application through the system. He discussed concerns regarding the overriding of lower level decisions at some higher level and commented that the board needs to know if there is a pattern of overriding decisions.

Trustee Sekmen suggested the Board be provided with a chart indicating approval or denial at each stage of tenure and/or promotion with a method of protecting individually identifiable information. Confidentiality would be maintained by assigning each candidate a unique identification number that would be publicly disclosed as opposed to faculty names. The process could be supervised by the board, but the individual award of tenure and promotions would be made by the President and would reduce the oversight burden on the board.

Trustee Sekmen moved to amend the motion to require that the Board of Trustees be provided with a chart reflecting approval or denial at each stage of tenure and/or promotion application with a method of protecting the identities of the faculty members. Trustee Sekmen's motion did not receive a second. The modified motion failed. The chair called for the vote on the original motion, which carried.

V. APPROVAL OF REVISED ACADEMIC PROGRAMS

Dr. Glover asked Dr. Mosley, Associate Vice President of Academic Affairs to provide the report for this item as her designee.

Dr. Mosley advised that Pursuant to TSU's New Program Development policy, which includes revised programs, academic departments might seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. The entire review process was included in the Board's June 21, 2018, meeting materials.

Dr. Mosley notified the committee that two program revisions were proposed. The College of Agriculture sought approval to revise the professional science master's degree with concentration in Applied Geospatial Science to a Master of Science degree in Environmental Sciences with an Applied Geospatial Science Concentration. The College of Agriculture also sought approval to revise the concentration within the current Master of Science in Food and Animal Science to an independent Master of Science in Food and Animal Sciences.

Dr. Mosley informed the committee that pursuant to the FOCUS Act, the Board's Bylaws, and the board's policy on Delegation of Authority to the President, the board must approve new and revised academic programs. Upon approval by the board, THEC must provide final approval.

Trustee Lewis moved to recommend the revisions to the two academic programs to the full board for approval. Dr. Sekmen seconded the motion, which carried unanimously.

VI. APPROVAL OF ACADEMIC PROGRAM NAME CHANGE

Dr. Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley led the committee through the type of academic program changes that are subject to the 30-day review.

Dr. Mosley informed the committee that the Division of Academic Affairs receives requests for academic program action (other than new degree programs) by the 15th of each month (except December). Academic Affairs typically reviews the proposed action by the end of the month and prepare summaries for ultimate consideration by the President and the Board of Trustees. Upon approval by the President and the Board, the University will send letters to the academic units to authorize implementation of the proposed action. If the THEC approval is required, the letter will inform the academic unit of the approval by the Board and an explanation that the University will send the proposed academic action to the THEC for its review. Academic departments may request program, concentration and minor name changes through the Division of Academic Affairs for ultimate approval by the President and Board. Approval through the THEC is not required per THEC Policy.

Dr. Mosley noted that the College of Education proposed one program name change with the aim to facilitate the attainment of teacher licensure of the program's graduates. The request is expected to reduce confusion concerning students who are majoring in a general studies concentration. The proposed program name is from Interdisciplinary Studies Certification (Grades K-8) to Elementary Education (Grades K-5).

Trustee Lewis moved to recommend the program name change to the full board for approval. Dr. Sekmen seconded the motion, which carried unanimously.

VII. APPROVAL OF OFF-CAMPUS ACADEMIC PROGRAM SITES

Dr. Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley informed the committee that colleges request to operate an academic program off TSU's main campus from time to time. Colleges may seek off-campus academic program sites to accommodate students dually enrolled in high school and college, enhance TSU's pipeline with community college and non-traditional students, and increase convenience for working professionals. In this instance, the purposes for the proposed off-campus sites are to increase convenience for working professionals and to enhance TSU's pipeline to non-traditional students. The program will leverage partnerships with community colleges and provide condensed courses scheduled for approximately 8-weeks to achieve the goals.

Dr. Mosley informed the committee that colleges that seek to operate an academic program off campus must follow a 30-day review process under which, a department will submit an off-campus academic program site request that must be approved at each of the following levels: College, the Vice President for Academic Affairs, the President, and the board. Following approval by the

Board, the University must submit the off-campus academic program sites to THEC for final approval.

Dr. Mosley commented that pursuant to the FOCUS Act, Board Bylaws and the board's policy of Delegation of Authority to the President, the board must approve off-campus sites for academic programs. The two proposed off-campus academic sites were Motlow State Community College – Fayetteville Campus (located in Fayetteville, TN); and the Turney Center Industrial Complex (located in Only, TN).

Dr. Mosley commented that the College of Agriculture wishes to offer the Bachelor of Science (BS) in Agricultural Sciences at the Motlow State Community College-Fayetteville Campus. This request is the result of TSU initiating a partnership whereby students with an associate degree from MSCC will continue to matriculate through TSU's program for their remaining hours.

Dr. Mosley confirmed that the requested site of program delivery is:
Motlow State Community College-Fayetteville Campus (MSCC)
1802 Winchester Highway
Fayetteville, TN 37334

Dr. Mosley commented that Tennessee State University's Office of Community College Initiatives worked with the Motlow State Community College-Fayetteville Campus academic staff to establish a memorandum of understanding for a 2+2 program in Agricultural Science. The two institutions have a history of successfully partnerships demonstrated by an eleven-year 2+2 Criminal Justice program on the Moore County campus. Tennessee State also has a research farm program in McMinnville and is one of the premier agriculture programs in the southeastern region of the United States.

Dr. Mosley further noted that Motlow State Community College-Fayetteville historically had an associate degree program in Agriculture; however, the college discontinued the program due to low enrollment. The MSCC academic staff wants to revive the associate degree. Through focus surveys, there is a renewed interest in the area with the advent of a bachelor's degree. The MSCC staff recently relaunched the associate degree to align the curriculum for a potential TSU partnership.

Dr. Mosley clarified that the proposed 2+2 program targets are adults who began college but never finished and traditional age students with an interest in Agriculture. This program focuses on potential students who would prefer to study close to home. The courses will be taught in face-to-face and/or videoconferencing formats with supplemental information available online. Courses will also be available in the summer months.

Dr. Mosley commented that the College of Liberal Arts wishes to offer the Bachelor of Science (BS) in Interdisciplinary Studies at the Turney Center Industrial Complex. Tennessee Higher Education Initiatives in (THEI) is a non-profit organization founded in 2012, whose mission is to provide access to on-site degree bearing higher education for individuals in Tennessee correctional facilities; to prepare students for successful re-entry and to help students become contributing members of our communities.

Dr. Mosley noted that THEIC funds and coordinates on-site degree-bearing college programs in correctional facilities throughout Tennessee. Working in partnership with the Tennessee Department of Corrections and local colleges and universities, THEIC has served 600 students and enrolled more than 300 students at three SACSCOC accredited institutions - Nashville State Community College, Dyersburg State Community College and Lipscomb University as the four-year partner. These programs have been located at the following correctional facilities: Charles Bass Correctional Complex in Nashville, Turney Center Industrial Complex in Only, Tennessee and Northwest Correctional Complex in Tiptonville.

Dr. Mosley further noted that THEIC would like to collaborate with Tennessee State University (TSU) to serve as the four-year institution partner for students graduating from Nashville State Community College. Upon completion of the Associate degree, students will matriculate to TSU to complete the Bachelor of Science Degree in Interdisciplinary Studies. TSU intends to offer a minimum of two courses from the identified major area per semester for one cohort of 25 students at the Turney Center Industrial Complex in Only, Tennessee.

Dr. Mosley informed the committee that TSU is also proposing to provide at least one course per semester to correctional staff members in traditional, hybrid and/or online formats. TSU will also offer the traditional and hybrid courses for this student group at this site.

Dr. Mosley detailed that the request site of program delivery is:
Turney Center Industrial Complex
1499 R. W. Moore Memorial Rt. Hwy
Only, TN 37140

Trustee Lewis moved to recommend approval of the proposed academic program sites to the full board. Dr. Sekmen seconded the motion. During discussion, Trustee Lewis commended the administration on its work to extend TSU's reach and positive influence throughout the state. The motion carried unanimously.

VIII. ACADEMIC AFFAIRS REPORT

Dr. Glover asked Dr. Mosley to provide the report for this item as her designee.

Dr. Mosley stated that the University has met or exceeded its goals for the last two years as the Tennessee Board of Regents and Tennessee Higher Education Commission (THEC) tracked the data, resulting in a 19 percent increase in the number of degrees conferred as compared to the previous academic year.

Number of Undergraduate Degrees

2014-2015:	988
2015-2016:	1018
2016-2017:	1044

Dr. Mosley informed the committee that TSU is on track for an increase for the 2017-2018 academic year as well.

Progression Points for the Outcomes Formula

	2014-15	2015-16	2016-17
60 SCH	918	1044	1081
90 SCH	928	966	1059

Dr. Mosley commented that to increase the 30-student credit hours (SCH) threshold, we have obtained grant funding through the United Negro College Fund Career Pathways Initiative to integrate the efforts of Academic Affairs and Student Affairs. Faculty and staff efforts to support student progress have been so successful that the term “Progression” has become part of the student body lexicon.

Dr. Mosley listed the New Academic Programs as the following:

1. Executive Master of Business Administration (EMBA)
2. Accelerated Master of Science in Computer Science
3. M.S. in Environmental Science
4. Off-campus Program for Nashville Electric Service in Engineering
5. Online Delivery of the Master of Public Health (MPH) degree
6. 2+2 Program with Motlow State-Fayetteville Campus for Agricultural Science

Dr. Mosley informed the committee that the university has excellent advisory boards composed of internal and external stakeholders in the Colleges of Agriculture; Business including: Supply Chain, Accounting, and Hospitality Management; Education; Engineering; Liberal Arts; Public Service, and the Office of International Affairs.

Dr. Mosley crowed that our alumni and corporate partners serve in numerous ways, including curriculum review, career placement, quality assessment of programs and graduates, fundraising initiatives, and recruiting.

This was an information item, thus no vote was taken.

IX. REPORT ON ENROLLMENT

Dr. Glover asked Dr. Curtis Johnson and Dr. Ford to provide the report for this item as her designees.

The report as provided in the board materials for the June 21, 2018, board meeting was reviewed. Dr. Curtis Johnson warned that enrollment is projected to be lower than previous years. The university is applying data driven analysis to target the reasons for the reductions in enrollment.

Dr. Johnson stated that TSU would adjust its acceptance of new students to those with higher grade point average and ACT scores to reduce the risk of students being placed on academic probation. Dr. Johnson further stated that returning students at risk of academic underperformance will receive mentoring and will be offered recovery courses to bolster the skills required for academic success and to meet the federal requirements for satisfactory academic progress. The university is also taking a closer look at students' ability to pay. The university has attempted to mitigate the financial burden on out-of-state students with the 250-Mile Radius for discounted tuition program.

Dr. Johnson informed the committee that housing remains a weighty concern for local TSU students due to elevated housing costs in Nashville. Nashville housing rates may be higher than those demanded in New York City. 2/3 of TSU students commute, which results in less available study time, risks to class attendance due to traffic congestion and mechanical breakdowns, and increased costs to students.

Dr. Johnson informed the committee that the Financial Aid office will be proactive in helping students identify aid for which they qualify.

Dr. Johnson outlined that the marketing effort to bolster enrollment includes calls, direct email and postal mail contact to students and their parents where appropriate, and social media blitzes. The "45" Initiative was unveiled. The initiative is a 45-day effort to boost recruitment by provoking conversations about TSU's programs and offerings for new undergraduate and transfer students. A conversation script and button with 45 emboldened on it were distributed to campus stakeholders.

Trustee Sekmen noted his twenty years of service at TSU and how he has grown enrollment in his department by sixty percent over the last six years. Trustee Sekmen commented on his

efforts to obtain enrollment data from TSU and THEC. He noted TSU's enrollment headcount and how it was the lowest among the LGIs. Trustee Sekmen further noted TSU's retention rates in comparison to other LGIs. Trustee Sekmen also commented that the admissions office might have an opportunity to increase enrollment if same day admissions for transfer and graduate students could be offered, that offering automatic admissions to graduates of Nashville State Community College may increase enrollment, and that support of the nursing program would be beneficial.

Trustee Sekmen also expressed the need for TSU to innovate its enrollment practices, address what he viewed as a failing community college initiative, and improve TSU's advisement strategy.

This was an information item, thus no vote was taken.

X. REPORT ON THE ACADEMIC CALENDAR

The President asked Cynthia Brooks to review the academic calendar as her designee. The 2018-19 academic calendar was reviewed as an information item and no vote was taken.

VP Brooks stated that final examinations for summer semesters would be scheduled during the last official meeting date/ time for each specific course. This was an information item, thus no vote was taken.

XI. REPORT ON CAMPUS CRIME STATISTICS

The President asked Chief Robinson to provide the report on campus crime statistics as her designee.

Chief Robinson reported that campus crime is down from 2015-2017. TSU demonstrated the lowest number of major offenses in 2017 as compared to MTSU, Austin Peay, UTK, and the University of Memphis based on the FBI's Uniform Crime Reporting program.

Chief Robinson stated that TSU's police force has leveraged visibility and relationship building with the resident assistants, students, faculty, and staff as a deterrent to crime. Chief Robinson commended his officers and Student Affairs for holding students accountable for their actions.

This was an information item, thus no vote was taken.

XII. STUDENT AFFAIRS REPORT

The President asked Dr. Ford, Vice President of Student Affairs, to provide the student affairs report as her designee.

Dr. Ford reported that TSU continues to improve its efforts to address out of class factors that negatively affect students' academic, professional, and personal achievement. When basic needs (money, housing, food, and healthcare) are not met, students struggle to acquire a college degree.

Dr. Ford informed the committee that according to the EAB report, *Addressing College Students' Basic Needs*, 20% of students at four-year institutions in the United States have very low food security and 64% of food-insecure students experience housing insecurity. Approximately 55% of students with very low food security experience symptoms of depression; 25% of basic needs insecure students consequently drop a class; there is a 15 times higher chance that food-insecure students will fail a class; and less than 20% of basic needs insecure students graduate in five years. To address the basic needs of our students more effectively, the offices primarily charged with addressing these matters will work closely together to provide an integrative approach to helping students.

Dr. Ford outlined the following for the committee:

Student Health Center will continue to provide non-emergent urgent care and primary care medical services for all currently enrolled and eligible students at no cost.

Counseling Center is a mental health site designed to provide comprehensive mental health services to the students of TSU at no cost.

Ralph H. Boston Wellness Center offers a broad program of sport, recreation, and fitness activities for students, faculty, staff, and alumni. The Center provides life enhancing, recreational opportunities for the physical, mental, and social interest of the individual. The food pantry is currently located in the Wellness Center.

Care Management is a team dedicated to the wellbeing of the students, faculty, and staff of TSU. The Care team provides care management services addressing issues of sustained hunger, housing insecurity, financial crisis management, healthcare referral, and coordination of care services, life planning, and resiliency training. The care management is free for registered students. All students who engage with the care management center will be encouraged to develop along the pyramid continuum during subsequent follow-up appointments. The care management team's goal is help students gain the necessary skills to avoid crises and, therefore, reduce recidivism rates in the basic needs category. Low basic needs crises will lead to increased rates of persistence towards graduation and a healthier adult life.

Dr. Ford noted for the committee that the Care Management team has a goal to add one additional full-time counselor to its staff.

Dr. Ford informed the committee that the work to improve and make repairs in the residence halls is progressing. In summer 2017, 2400 work orders were submitted. Currently, only 600 work orders remain for the residence halls, and approximately 500 of the current work orders were submitted as general annual maintenance orders.

This was an information item, thus no vote was taken.

XIII. ADJOURNMENT

There was no further business. Trustee Lewis moved to adjourn. Trustee Sekmen seconded the

motion, which carried unanimously.

The Board of Trustees' Academic Affairs and Student Affairs Committee meeting adjourned at 12:12 p.m.

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 21, 2018

ITEM: Approval of TSU's Policy on SACSCOC Substantive Change

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs
Committee, Trustee Pamela Martin

Pursuant to Board Policy 003, Delegation of Authority to the President, the Board delegated authority to the President to establish and approve policies governing the institution, except for policies reserved for the Board's approval. The Board reserved for its approval policies related to academic programs, among others.

The Division of Academic Affairs has developed a policy governing the conditions and process by which TSU shall notify or obtain approval from TSU's accrediting body, SACSCOC, before it implements any substantive change in its academic programs. The notification to SACSCOC would occur after the requisite approvals at the institution and Board levels.

MOTION: To approve TSU's Policy on SACSCOC Substantive Change, as contained in the Board materials for the Board's September 20, 2018, meeting.

TSU Policy # _____ Name of Policy: Substantive Change

Source: Division of Academic Affairs

Statement of Policy

Tennessee State University (TSU) is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC) to award associate's, bachelor's, master's, professional, and doctoral degrees.

As part of SACSCOC policy, TSU must first notify or obtain approval from SACSCOC before it implements any substantive change in its academic programs. This is done after approval has been obtained at all of the appropriate levels including curricula committees, administrative approvals, and Board approval.

Definitions

As defined by SACSCOC, the definition of a substantive change is:

A significant modification or expansion in the nature and scope of an accredited institution.

Substantive Change Notification and Approval Requirements

TSU shall follow SACSCOC policy, including the SACSCOC document entitled, *Substantive Change for SACSCOC Accredited Institutions*, in identifying the types of substantive change subject to this policy and the procedures for complying with SACSCOC's notification and approval requirements.

TSU shall adhere to the following guidance to ensure compliance with the applicable SACSCOC Substantive Change requirements:

- Some changes, such as offering courses on-line that amount to less than 25% of the coursework needed to complete a degree, certificate or diploma, do not need to be reported to the Commission.
- Others, such as offering (for the first time) 25% to 49% of the coursework required for a program on-line, simply require that the Commission be notified in advance of the implementation of the change.
- Larger scale changes, such as adding significantly different programs to the academic curriculum or offering a majority of the coursework needed to complete a degree, certificate or diploma on-line, require written notification at least 6 months in advance and approval of a prospectus, which must be submitted at least 3 months prior to the anticipated implementation date.
- If TSU seeks to offer coursework at a more advanced level than SACSCOC has approved, it must notify the Commission of its intent at

least 12 months in advance, and submit an application for level change by the appropriate deadline.

- In addition to obtaining the appropriate administrative and Board approvals, any academic program director, department chair, and/or dean must notify the SACSCOC Liaison if there will be changes to the program as listed above and provide appropriate paperwork.

**Tennessee State University
Board of Trustees**



**Approval of New
Certificate
Academic Programs for
Public Health
Management and Local
Government**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 20, 2018

ITEM: Approval of New Certificate Academic Programs for Public Health Management and Local Government

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

Pursuant to TSU's New Program Development policy, academic departments may seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals.

The institution is proposing the creation of the Certificate in Public Health Management to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. A benefit of the Certificate in Public Health Management is to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program.

The Local Government program is a short-term program to train current and future local government employees, in Tennessee, on how to effectively and efficiently manage public sector organizations at the local government level.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new and revised academic programs. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve the new certificate academic programs for public health management and local government, as contained in the Board materials for the Board's September 20, 2018, meeting.

New and Revised Academic Programs

College	Academic Area	Degree Offered	Proposal
<i>THEC Approval Needed</i>			
Education	Psychology	M.S.	To inactivate the School Psychology concentration in the M.S. in Psychology. The state of Tennessee requires school psychologists to have either an Ed.S. or doctorate. Therefore, the School Psychology Concentration of the MS Psychology program does not prepare students for a career as a school psychologist. Students would be better served by directly entering an Ed.S. program or pursuing a Master's degree in another area.
Health Sciences	Public Health, Health Administration and Health Sciences	Certificate	Certificate in Public Health Management is to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. A benefit of the Certificate in Public Health Management is to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program. [Stackable Program]
Public Service	Public Administration	Certificate	Short-term program to train current and future local government employees, in Tennessee, on how to effectively and efficiently manage public sector organizations at the local government level. [Stackable Program]

**Tennessee State University
Board of Trustees**



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: September 20, 2018

ITEM: Approval of the Inactivation of the School of Psychology
Concentration in the M.S. program in Psychology

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

Pursuant to TSU's New Program Development policy, academic departments may seek the creation of a new academic program or the revision of an existing program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Vice President for Academic Affairs and the President must ultimately approve the proposals. This process also applies to the inactivation of academic programs.

The state of Tennessee requires school psychologists to have either an Ed.S. or a doctorate. The School Psychology Concentration of the MS Psychology program does not prepare students for a career as a school psychologist. Students are better served by directly entering an Ed.S. program or pursuing a Master's degree in another area.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve new and revised academic programs, as well as the discontinuance or inactivation of an existing academic program. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve the Inactivation of the School of Psychology Concentration in the M.S. program in Psychology, as contained in the Board materials for the Board's September 20, 2018, meeting.

New and Revised Academic Programs

College	Academic Area	Degree Offered	Proposal
<i>THEC Approval Needed</i>			
Education	Psychology	M.S.	To inactivate the School Psychology concentration in the M.S. in Psychology. The state of Tennessee requires school psychologists to have either an Ed.S. or doctorate. Therefore, the School Psychology Concentration of the MS Psychology program does not prepare students for a career as a school psychologist. Students would be better served by directly entering an Ed.S. program or pursuing a Master's degree in another area.
Health Sciences	Public Health, Health Administration and Health Sciences	Certificate	Certificate in Public Health Management is to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. A benefit of the Certificate in Public Health Management is to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program. [Stackable Program]
Public Service	Public Administration	Certificate	Short-term program to train current and future local government employees, in Tennessee, on how to effectively and efficiently manage public sector organizations at the local government level. [Stackable Program]

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 20, 2018

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

President Glover and Dr. Alisa Mosley will present the Academic Affairs report.

Academic Affairs Report

Notable Accomplishments

- Tennessee State University's Aristocrat of Bands and country music megastar Keith Urban came together during the singer's recent tour stop in Nashville. Tennessee State's Aristocrat of Bands was featured as a part of Urban's closing song, and number one hit "Wasted Time." The singer introduced the 40-member band led by head drum major Hassan Moody, a senior business administration major.

Additional Funding

- The U.S. Department of Education (Department) has awarded your institution an additional \$1.5 million authorized by Title III, Part F, Section 371 of the Higher Education Act of 1965 (HEA), as amended. This additional funding is due to our university's ability to meet or exceed the grant objectives.

Technology Enhancements

- Implementation to evaluate instructional costs per academic program
- Development of a faculty development portal for pedagogical resources
- Inclusion of analytic tools to ensure students remain on track during the semester and aligned with progression goals
- Efforts to improve the efficiency have resulted in the launch of a graduate program application system
- Launch of an electronic course and academic program approval system
- Launch of an electronic promotion and tenure application process

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: September 20, 2018
ITEM: Student Affairs Report
RECOMMENDED ACTION: None
PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

President Glover and Dr. Tracey Ford will present the Student Affairs report.

Student Affairs Report Career Development Center

TSU Career Development Center continues to soar! From affording currently enrolled student internships and employment opportunities, to transforming new alumni into giving alumni and being a major gateway into corporate relationships, the Career Development Center has created a dynamic impact on the campus community in its entirety.

Career Development Center assists students in pursuing their career goals by providing them with a myriad of opportunities and empowering them to successfully compete in the global environment.

Services include career advising on various employment related topics, professional development, corporate company engagement activities and experiential learning. These services are free to all students and alumni.

Through career development and experiential learning, the University strives to aid the campus community in developing a strong campus environment consistent with Tennessee State University's motto, "*Think. Work. Serve.*"

**The document on the next page reflect the overall Experiential Learning outcomes and Classification break down of participants for Academic Year 2017-2018.*

Increased Engagement

The 2017 – 2018 term was a year of increased engagement with students and employers due to the Career Development Center’s transition to a new career management system (Handshake) and its focus on employer visibility:

Student Registrations in Handshake (228% increase from last year)

2016 - 2017	2017 - 2018
578	1,896

Employer Registrations (671% increase from last year)

2016 - 2017	2017 - 2018
634	4,889

Information Sessions (100% increase from last year)

2016 - 2017	2017 - 2018
19 companies	38 companies

Table Top Tuesday and Thursday (24% increase from last year)

2016 - 2017	2017 - 2018
17 companies	21 companies

On Campus Interviews (16% increase from last year)

2016 - 2017	2017 - 2018
19 companies	22 companies

Internship Placement

The Career Development Center completed the university wide experiential learning/internship report which details all experiential learning and internship opportunities that Tennessee State University students participated in throughout the year. The report revealed that there were **909** placements, which was an impressive **77%** increase from last year (**514**).


Comparison Data

Internship Placement Totals Fall 2013 - Summer 2018			
	Career Dev Center	Colleges	Total
Fall 2013 - Summer 2014	103	534	637
Fall 2014 - Summer 2015	226	189	412
Fall 2015 - Summer 2016	126	319	445
Fall 2016 - Summer 2017	132	382	514
Fall 2017 - Summer 2018	161	748	909

Challenges

- As an office that has several imperative objectives to meet throughout the academic year, the Career Development Center needs to diversify its revenue streams in order to provide effective services and programs.
- Transitioning from a Career Development Center that provides several opportunities for students to interact with employers to a Career Development Center that directly connects students with their desired industries. The current staff are generalists within the career development arena but a team of industry specialists (former members of various fields) are needed within the center to drive this initiative forward.
- With internship numbers increasing, there will be some opportunities that offer an unpaid experience to the students. Due to the financial situation of the students, that opportunity is not feasible in regards to their matriculation at the institution. Having a funding source

that will provide students with internship scholarships that will handle their expenses during the unpaid experiences will have an impact on the students' acceptance of the opportunities.



Next Steps - Innovations

- Niche or Boutique Career Fairs – instead of the general career fair that has a large amount of employers to meet with the students, hosting smaller, intimate events (“Career Meet Ups”) that focus on a specific industry for the students in order to make the experience more transformational instead of transactional.
- Industry Institute – to assist with career exploration as well as career education in order for students to make concise decisions in regards to academic majors. Institutes will focus on industries such as sales, IT, coding and new and emerging industries.
- Tailor Made Tiger – a clothing boutique that will grant the students of the university with the proper attire for career fairs, on campus interviews and internships. Many of the first generational college students on the campus do not possess the necessary clothing for the aforementioned professional events and this initiative will combat this challenge for them.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: September 20, 2018

ITEM: Student Trustee Orientation Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,
Trustee Pamela Martin

Trustee Martin will defer to Student Trustee Braxton Simpson to provide a report on her experience participating in the THEC sponsored Student Trustee orientation session on September 7, 2018.