

**TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
REGULAR MEETING**

9:00 a.m. (CT)
Friday, June 13, 2025

Tennessee State University
Main Campus – The Barn
Agricultural Building
3500 John A. Merritt Blvd.
Nashville, TN 37209

AGENDA

- | | | |
|------|---|---------------------------------------|
| I. | Call to Order | Trustee Dakasha Winton
Board Chair |
| II. | Roll Call/Declaration of a Quorum | Trustee Dakasha Winton
Board Chair |
| III. | Welcome and Introductions | Trustee Dakasha Winton
Board Chair |
| IV. | Adoption of Agenda | Trustee Dakasha Winton
Board Chair |
| V. | Approval of Consent Agenda Items | Trustee Dakasha Winton
Board Chair |
| | A. Approval of March 12, 2025, Finance Committee Meeting Minutes | |
| | B. Approval of March 13, 2025, Audit Committee Meeting Minutes | |
| | C. Approval of March 13, 2025, Student and Academic Affairs Committee Meeting Minutes | |
| | D. Approval of March 14, 2025, Board of Trustees Meeting Minutes | |
| | E. Approval of April 28, 2025, Student and Academic Affairs Committee Meeting Minutes | |
| | F. Approval of April 30, 2025, Board of Trustees Meeting Minutes | |
| VI. | Action Items & Reports | |
| | A. Appointment of Student Trustee (Action) | Trustee Dakasha Winton
Board Chair |

B. Audit Committee Report and Recommendations	Trustee Dimeta Smith Knight Committee Chair
1. Approval of the FY 25-26 Audit Plan (Action)	
C. Finance Committee Report and Recommendations	Trustee Charles Traugher Committee Chair
1. Approval of FY 25-26 Tuition and Mandatory Fees Increase (Action)	
2. Approval of FY 24-25 Estimated Budget (Action)	
3. Approval of FY 25-26 Proposed Budget (Action)	
D. Governance and Governmental Affairs Committee Report	Trustee Terica Smith Committee Chair
E. Student and Academic Affairs Committee Report and Recommendations	Trustee Jeffery Norfleet Committee Chair
1. Approval of Low Producing Programs Action (Action)	Dr. Robbie Melton Provost
2. Approval of Academic Program Modifications (Action)	
VII. President's Report	Dwayne Tucker Interim President
VIII. Board Chair's Report	Trustee Dakasha Winton Board Chair
IX. Adjournment	Trustee Dakasha Winton Board Chair

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2025

ITEM: Approval of Consent Agenda Items

RECOMMENDED ACTION: Approval

PRESENTED BY: Trustee Dakasha Winton, Board Chair

Background Information

The only items on the consent agenda are meeting minutes. The Board conducted the meetings referenced below. The document reflecting the minutes from the following Board and committee meetings are included in the Board materials:

March 12, 2025, Finance Committee Meeting Minutes
March 13, 2025, Audit Committee Meeting Minutes
March 13, 2025, Student and Academic Affairs Committee Meeting Minutes
March 14, 2025, Board of Trustees Meeting Minutes
April 28, 2025, Student and Academic Affairs Committee Meeting Minutes
April 30, 2025, Board of Trustees Meeting Minutes

Action

The Chair will call for a motion recommending the approval of the meeting minutes.

MOTION: I move to approve the minutes from the above-listed Board and committee meetings, as contained in the Board materials for the June 13, 2025, meeting.

Meeting of the Tennessee State University Board of Trustees
Finance Committee Meeting
March 12, 2025
Tennessee State University – President’s Conference Room

MINUTES

Board Members Present: Trustees Charles Traughber, Jeffery Norfleet (virtual), and Dakasha Winton (virtual). Other Board members present: Trevia Chatman (virtual), Marquita Qualls, Dimeta Smith Knight (virtual), Artenzia Young-Seigler (virtual), Tyler Vazquez (virtual)

University Staff Present: Interim President Dwayne Tucker; Ginette Garza Brown, Interim General Counsel and Board Secretary; Dr. Robbie Melton, Acting Interim Provost & Vice President for Academic Affairs; Bradley White, Interim VP of Business and Finance; Sterlin Sanders, Chief Information Officer; LoLita Toney, Associate Vice President of Institutional Advancement; Jim Grady, Alvarez & Marsal; Ingrid Gardner, Alvarez & Marsal; and Chris Geary, Alvarez & Marsal

I. CALL TO ORDER

The Trustee Traughber called the meeting to order at 3:05 p.m.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary and General Counsel Ginette Brown conducted the roll call. The following committee members were present: Chair Winton, Trustees Traughber and Norfleet.

III. APPROVAL OF NOVEMBER 21, 2024, FINANCE COMMITTEE MINUTES

The minutes from the November 24, 2025, meeting of the Finance Committee were approved as submitted, with Trustee Norfleet making the motion and Chair Winton seconding the motion. The motion passed unanimously.

IV. GRANTS UPDATE

Trustee Traughber asked Jim Grady of Alvarez & Marsal to provide an update on the status of federal grants.

Mr. Grady reported that in February, Tennessee State University (“TSU”) experienced disruptions to its federal grant funding. At that time, the university had approximately 70 active federal grants from USDA/NIFA, totaling \$45 million. These grants were suspended, and the university was unable to draw down funds. On March 3, approximately \$23 million of the suspended funds were restored. However, \$22 million remains suspended, which includes about \$1 million in undrawn expenses. Of the \$23 million reinstated, \$18 million is tied to a NIFA grant, with \$14.4 million in remaining funds and \$890,400 in undrawn expenses. Mr. Grady noted that if these grants are

reinstated within their period of performance, undrawn expenses would be eligible for reimbursement.

He then provided background on TSU's federal grant portfolio. The university currently has an available balance of approximately \$115 million in federal grants that could be subject to future suspensions or freezes. These are multi-year grants, and data from Human Resources and Payroll indicates that 52 employees are fully funded by these grants, and approximately 112 employees are partially funded. The indirect cost recovery rate is approximately 15%, which could equate to a loss of \$1 to \$2 million.

To mitigate risk, TSU leadership paused all federal grant spending from February 28 to March 12 while the situation was assessed. Under President Tucker's leadership, the university's federal grants team has met daily to monitor the evolving situation and determine next steps. Based on internal discussions and feedback from federal offices, TSU has been informed that the \$14.4 million NIFA grant will likely be suspended indefinitely. The university is currently identifying other grants and cost areas that may be impacted over the next 90 days.

Chair Winton asked whether the suspension of grant funding would require changes to faculty, staff, or programs. Mr. Grady responded that individuals tied to the impacted grants would remain in place over the next 90 days. General Counsel Brown confirmed that once a formal notice of suspension is received, the university would be required to provide 30 days' notice, thereby avoiding unnecessary financial obligations. President Tucker added that the university is preparing to meet this requirement in a timely manner.

Trustee Norfleet asked whether the affected grants would impact any scholarships or graduate assistantships. Mr. Grady stated that he was not aware of any impact to scholarships. President Tucker clarified that while no students would be affected this year, the changes would impact students next year. The impact includes 6 graduate assistants and 33 undergraduate students. General Counsel Brown stated that the university is currently exploring options to offset any related deficits.

Trustee Norfleet followed up with a question regarding the 52 fully funded employees, asking whether the suspension of the \$14.4 million grant would directly affect them. Mr. Grady confirmed that it would.

Trustee Smith Knight asked whether employees are aware that their positions are tied to grant funding, and whether any were specifically hired for those grant-related roles. Mr. Grady confirmed that they were.

Trustee Traugher inquired about any lobbying efforts or coordination with other universities in similar situations. President Tucker responded that longstanding relationships in Washington, D.C., particularly in the agricultural sector, are being leveraged to assist in this matter. Additionally, he has spoken with several U.S. senators. While the discussions remain confidential, he assured the Board that the information being shared is both current and accurate.

V. STATE BUILDING COMMISSION UPDATE

Trustee Traugher asked Interim President Tucker to provide an update on the status of the State Building Commission.

Interim President Tucker began by highlighting the progress made since the last presentation in December. He emphasized the importance of maintaining credibility by following through on commitments and noted that cash flow projections remain consistent with previous reports. He spoke to the support provided by Tennessee Higher Education Commission (“THEC”) in restructuring Financial Aid to improve student experience and perception of the university, as well as the ongoing audit support from TBR, which would be further detailed in the Audit Committee meeting the following day. He also mentioned efforts to rebuild the finance and accounting team with support from Mr. Grady and Alvarez & Marsal.

President Tucker explained that, following individual meetings with commission members, the administration tailored the final presentation to align with their priorities. The target figure of \$544 million emerged from this process, which he believes is an appropriate estimate for the University’s long-term sustainability plan.

Mr. Grady then provided a structured overview focused on three main areas: the funding need, TSU’s proposed steps, and financial projections. He clarified that the initial \$250 million was already appropriated by Governor Lee and the legislature, and TSU is requesting access to the remaining \$150 million for deferred maintenance and, crucially, operational use to help the university bridge to sustainability.

Mr. Grady outlined a total deficit reduction plan ranging from \$32 million to \$37 million. The plan includes:

Scholarships: A targeted reduction of \$18–\$20 million by capping aid for new freshman classes beginning in the fall, while continuing to support existing recipients.

Personnel Costs: Savings of \$11–\$13 million, with a focus on reducing non-instructional and some instructional roles.

Non-Personnel Costs: Additional savings of \$3–\$4 million.

A deep dive into scholarship data showed that TSU’s discount rate increased significantly in 2023, peaking at 50%. The forecast assumes a 20% cap on discounts for future freshman classes. Scholarship obligations are expected to decline from \$32 million in 2025 to \$13 million by 2027.

On academic staffing, the university is evaluating underperforming programs and optimizing faculty workloads.

Mr. Grady presented a five-year pro forma forecast, projecting a \$95.7 million need through FY29. He stated TSU is expected to reach break-even or a positive margin by 2029–2030, positioning the university for long-term sustainability. Additional slides detailed the scholarship impact and future expense trends, aligning with the \$544 million request.

Grady then reconciled the \$151 million vs. \$154 million figures. The discrepancy stems from how ARPA funds were counted. While TSU received \$32.2 million in ARPA funding, the state valued the project at \$35 million, resulting in a \$3 million difference.

President Tucker clarified that this discrepancy was not due to an increase in the building's cost, but due to how the state assigned value to the reallocated funds.

President Tucker emphasized the importance of establishing a “bridge to sustainability” to reassure current and prospective students—as well as donors—that TSU will remain operational through graduation. He noted that financial uncertainty negatively impacts recruitment, retention, and fundraising efforts. He added that once the financial strategy is finalized, the university can begin communicating its improved position more publicly.

Trustee Young-Seigler questioned the ARPA funding discrepancy, and Mr. Grady said he would follow up with a more precise explanation.

Trustee Traugher asked how scholarship reductions might affect enrollment. Grady responded that while they had not conducted a specific study, historical data showed that in years like 2018–2020, TSU had 6,400 FTEs with significantly lower scholarship spending, indicating the university has operated under similar conditions before. President Tucker added that the goal is to reach a 20–25% scholarship cap. He acknowledged the challenges this poses for departments like Athletics but noted that other areas such as the band are already within this range. He also emphasized improved academic quality among incoming students.

Another trustee asked about the \$250 million appropriation and whether delaying originally planned projects would create risks. Grady stated that TSU had consulted with the Facilities team, which believes current plans can carry the university through the next 12 months. However, longer-term needs would require further funding from the remaining \$544 million, pending continued progress and demonstrated credibility.

President Tucker also addressed plans for a capital campaign, noting strong initial support with seven prominent individuals already committed to serving on the advisory board. He stressed the need to first finalize the financial framework, as many potential donors are hesitant to give without assurance of the university's stability. He also mentioned feedback from alumni who are willing to re-engage if improvements in communication and accountability are evident.

Trustee Young-Seigler asked whether the revenue forecast includes tuition and fee increases. Grady confirmed that a modest 3% tuition increase is built into the forecast and includes a shift toward a single out-of-state rate.

President Tucker concluded by discussing changes to the budget development process, moving away from a top-down approach. Beginning that week, individual cabinet-level budget meetings would begin. The process includes reviewing organizational charts to reduce unnecessary hierarchy and improve efficiency. The goal is to limit organizational layers and broaden spans of control, allowing for more strategic decisions about staffing and resource allocation. President

Tucker emphasized that this new process would help restore credibility and align TSU's budget structure with industry best practices.

VI. BUDGET VS. ACTUAL UPDATE

Mr. Jim Grady presented the Budget vs. Actual update. He walked through slides reflecting financial activity from July 1, 2024, through January 31, 2025, focusing on unrestricted E&G accounts.

He explained that while tuition and fees were budgeted at \$80 million, actual recognized revenue is approximately \$75 million, excluding adjustments for bad debt, which may reach \$5–6 million by year-end. State appropriations appear higher due to the early disbursement of May and June payments in August. The ARPA funds total \$32.23 million.

On the expense side, Mr. Grady noted that January represents 58% of the fiscal year. Salaries and wages were tracking slightly below that at 56%, which he said is reasonable. Operating expenses show greater variance due to timing and reconciliation of JLL invoices. He expects the final figures to remain on or under budget. Scholarships were budgeted at \$35 million, with \$30.6 million disbursed as of January. He projects a final amount near \$33 million.

Mr. Grady then reviewed auxiliary operations, highlighting a variance in operating expenses tied to pending Aramark invoices. The university is resolving outstanding fall invoices and continues to process spring payments.

He discussed the June 30 balance sheet and clarified that monthly balance sheets offer limited insight due to year-end entries for capital assets, depreciation, and pension-related liabilities. As of June 30, current assets totaled \$54 million, including \$8 million in cash. Current cash is now between \$35–37 million. Payables are under \$4 million, all within 60 days. Accrued liabilities, totaling \$9 million at year-end, were primarily related to payroll.

Trustee Smith Knight expressed appreciation for the update but asked whether some of the year-end entries, such as cash and liability breakdowns, could be estimated throughout the year as part of the accrual process. Mr. Grady responded that the current \$35–37 million is entirely operating cash and confirmed that vendor liabilities have decreased significantly—down to \$4 million from \$14–16 million carried over from the previous year. He will follow up regarding estimates.

A trustee referenced a discussion from the November board meeting regarding forecasting challenges and asked if there has been improvement. Mr. Grady explained that the current team joined in June and worked from a pre-existing budget. A revised budget was submitted in October with further refinements. He noted that Tennessee allows for three reforecasts annually, which will support a more transparent and accountable budgeting process moving forward.

President Tucker emphasized that this was a condensed version of the report, given the late start to the current budget cycle. Mr. Grady confirmed that a recast budget will be presented in April with updated projections for FY 2025.

VII. TUITION UPDATE

Mr. Jim Grady provided the Tuition Update, beginning with a general financial overview. He noted that Spring enrollment has exceeded projections by approximately 600 students. Additionally, the Governor's FY2025 budget for higher education includes \$52.8 million for TSU. Of that amount, TSU is slated to receive \$1.7 million in new outcomes-based funding, as well as a partial salary pool funding of 2.6%. TSU will also receive \$628,500 to address insurance premium adjustments, with other partial funding increases included in the budget. Moreover, TSU was awarded \$2.3 million in capital maintenance funds for upgrades to building systems and equipment at the Avon Williams campus.

Mr. Grady emphasized the importance of this funding context when considering tuition increases. He presented a historical overview of tuition and fee increases across TSU and other public universities in the Local Government Institutions ("LGI") and University of Tennessee ("UT") systems, as shown in the accompanying presentation slides.

In November 2024, THEC adopted a preliminary tuition and fee increase range of 0% to 4% for FY2026. THEC had planned to finalize this range during its February 6–7, 2025 meeting, but the decision was deferred to a special-called session scheduled for March 19. Until that meeting, TSU is presenting this information for planning purposes only. Once THEC finalizes the range, TSU intends to convene a special Board meeting to vote on a proposed tuition and fee increase for FY2026.

Mr. Grady outlined the three-step framework for determining tuition increases:

1. Estimate the Total Funding Need, which includes:
 - a. Funding for the university salary policy,
 - b. Fixed cost inflationary increases, and
 - c. Specific institutional needs.
2. Determine the level of student revenue required to meet that total funding need.
3. Translate the student revenue requirement into a per-credit-hour maintenance fee rate.

In terms of non-personnel inflation, TSU uses a blended metric derived from the Higher Education Price Index ("HEPI") and the Consumer Price Index ("CPI"). HEPI, which is more directly related to higher education costs, was 3.41%, while the CPI was 3.00%. Averaging the two yields 3.2%, of which only 80% (or 2.57%) is applied to encourage institutional efficiency. Mr. Grady discussed TSU's personnel costs.

Since the passage of the FOCUS Act in 2017, LGI institutions have had the authority to set their own out-of-state tuition rates, which are not subject to THEC's binding range. While Tennessee Code does not mandate separate rates for in state and out-of-state students, it clearly allows for differential pricing based on residency.

TSU currently maintains three out-of-state tuition categories:

1. Standard Out-of-State (Full Freight) Rate: \$11,727/semester

2. Scholar Rate: \$8,991/semester
3. 250-Mile Radius Rate: \$7,491/semester

These rates are based on a 15-credit-hour semester, consistent with THEC's standard methodology.

Mr. Grady then reviewed how TSU's out-of-state rates compare to peer institutions. He reviewed scenarios and reviewed a five-year model.

Mr. Grady next presented a summary of non-mandatory course fees, including proposed changes based on departmental requests. The only fee significantly higher than peer averages was the biology lab fee. No increase is proposed for meal plans. A 4% increase is recommended for housing rates in FY2026. Mr. Grady reiterated that this presentation is informational only, and no Board action is required at this time. A special meeting will be called once THEC finalizes the binding tuition range.

President Tucker confirmed that benchmarking showed TSU's proposed non-mandatory fees are consistent with peer institutions, aside from the biology lab. He noted that the Board could choose to vote on tuition changes during the June meeting, as done previously.

A trustee inquired about how the "calculation of need" factors in state and federal funding. Mr. Grady clarified that the tuition model presented only includes revenue from tuition and fees—it excludes state appropriations and federal funding.

Further discussion took place about the financial impact of implementing a blended rate. Mr. Grady referred to Scenario 1, where in-state tuition increases by 4% and out-of-state rates are reduced to \$8,000. He noted this scenario would lead to a significant revenue reduction—potentially several million dollars—due to the drop from the standard out-of-state rate of \$11,727.

VIII. SCHOLARSHIP PROPOSAL UPDATE

Mr. Jim Grady provided an update on the Scholarship Proposal. He began by revisiting the historical context of institutional aid and discounting practices, referencing the chart provided, in which the sky blue represents institutional aid, and the dark blue indicates net tuition revenue. He noted that in Fiscal Year 2019-2020, enrollment was approximately 6,495 students, and institutional aid was about \$9.5 million.

Mr. Grady explained that during the COVID-19 pandemic, particularly in FY2021–2022, the institution utilized Higher Education Emergency Relief Fund ("HEERF") resources, represented in the dark blue section. Following the expiration of HEERF funds in FY2023—and in conjunction with a sharp increase in enrollment—institutional aid rose significantly, comprising nearly 50% of total tuition revenue from FY2023 through FY2025. Despite recent enrollment declines in FY2024–2025, the level of institutional aid remained flat, contributing to the university's current budgetary challenges. He referenced a previous THEC presentation which included a comparative analysis with LGIs and reiterated the plan to cap institutional aid at 20% as shown in the Pro Forma.

Mr. Grady stated that actual scholarship expenditures for the current fiscal year are projected to total \$33 million. H reviewed more specific scholarship data.

For FY2026, Mr. Grady reviewed the 20% scholarship cap for first-time freshmen. He explained that the gross tuition and fee projection for the incoming freshman class (Fall 2025) is \$12 million, resulting in a scholarship cap of approximately \$2.4 million for that group. The total scholarship budget reflected in the pro forma is \$26 million, which accounts for both continuing commitments (i.e., awards to current upperclassmen) and the 20% cap for incoming students. The existing aid commitments total approximately \$14 million.

Mr. Grady reviewed enrollment assumptions for Fall 2025, estimated between 950 to 980 first-time freshmen. If enrollment exceeds projections, the total available scholarship pool would increase accordingly. He noted that scholarship awards began as early as November–December, and the university is working to reconcile offered awards with the pro forma budget. The chart provided illustrates the running total of offered amounts, forecasted obligations, and remaining budget.

President Tucker stated that as of the current meeting, institutional scholarships are estimated to comprise 25% of tuition and fees—an improvement from the previous 50% but still above the 20% target. He acknowledged the challenge ahead and emphasized the need for further reductions, estimating that approximately \$600,000 in additional cost offsets would be needed to reach the goal.

Trustee Smith Knight asked whether the scholarship figures include all aid or are limited to tuition and fees. Mr. Grady clarified that the discussion focused on unrestricted, unfunded scholarships provided through institutional discounting. If foundation or third-party resources are used, those would be considered separately.

A trustee inquired whether housing and food are included in these awards. Mr. Grady confirmed that the figures under discussion do not include room and board, and that the prior trustee's understanding was accurate.

IX. INSTITUTIONAL ADVANCEMENT REPORT

Dr. LoLita Toney provided the Institutional Advancement update. She began by noting that the university has raised approximately \$4.3 million to date, against a fiscal year goal of \$10 million. While this leaves a gap of about \$5.6 million, she emphasized that despite the challenges outlined by President Tucker, the university is on track to exceed giving totals from prior years. Before her arrival, annual giving typically hovered around \$5 million. Although the \$10 million goal may not be met, current projections indicate the university is likely to reach approximately \$6 million.

Dr. Toney reported that the primary area of decline has been in corporate and foundation giving. Her team is working diligently to rebuild trust and reassure partners about the future direction of TSU, emphasizing that their investment remains both valuable and impactful. She noted that

ongoing donor engagement efforts continue, including personal notes from the President, regular meetings, and active stewardship.

One significant highlight is an increase in alumni giving—the first such increase since fiscal year 2019. For the past several years, alumni giving had been trending downward. The current upward trend is an encouraging signal of renewed faith and commitment from alumni. Dr. Toney noted that several alumni have made substantial contributions, including first-time gifts in the \$20,000 to \$25,000 range. Dr. Toney and President Tucker have engaged alumni through travel and outreach events in cities such as Memphis and Chicago. These engagements have yielded positive feedback and strong indications of support, even among major donors.

Dr. Toney also addressed the need for a development software platform to streamline fundraising operations.

Trustee Qualls asked a follow-up question from the November meeting concerning the structure of the alumni association. She noted that some alumni are affiliated with chapters while others are not. She requested a review of the alumni association model, including examples from other institutions, to explore ways TSU might better connect with its entire alumni base. Dr. Toney responded that President Tucker shares this concern, and they have discussed alternative models, as several universities have moved away from the traditional structure. Trustee Qualls requested a study and report on a potential new model to be presented at the June meeting.

Trustee Young-Seigler asked about a reported \$620,000 year-over-year decline and inquired about historical trends in corporate and alumni giving. Dr. Toney responded that she has tracked these trends and previously shared the data with President Tucker. She noted that fiscal year 2021 saw a spike in corporate and foundation giving due to gifts from organizations such as FedEx, HCA, and Amazon. However, corporate giving began to trend downward in subsequent years, while alumni giving had declined since FY2019—until the recent improvement.

Trustee Traughber requested visual data to accompany future reports, including charts reflecting trends over five to ten years. He emphasized the importance of understanding the University's financial trajectory, particularly in light of President Tucker's broader institutional advancement strategy. He also asked whether there were any organizational gaps that could hinder fundraising success.

Dr. Toney replied that acquiring the development software is a critical step, as current systems do not allow her team to run reports independently. Instead, they must rely on another department for data access. The new system would eliminate that dependency and enhance their ability to respond to data requests. She also noted that staffing remains a challenge. The office lacks a dedicated annual fundraiser and a prospect researcher. Currently, Dr. Toney and two other staff members handle fundraising, prospect research, and stewardship. She indicated that a capital campaign would require staffing expansion rather than a traditional launch, and this request will be brought forward during upcoming budget discussions.

Trustee Traugher recommended that an organizational chart be provided to better illustrate staffing gaps and inform planning for the capital campaign. President Tucker agreed and confirmed that the chart would be shared.

Trustee Smith-Knight asked whether colleges and departments conducting independent fundraising efforts report to the Office of Institutional Advancement. Dr. Toney explained that while those units do not report directly to her office, there is collaborative coordination. For example, her team has worked with Dr. Melton and department heads on efforts involving Amazon, Regions Bank, and other partners. These collaborations involve multiple units across the university, including Career Services, Athletics, and Media Relations. Her office serves a central coordinating role and engages with IT to manage gift conflicts or overlaps.

Trustee Young-Seigler asked how gifts are categorized, particularly when a donor specifies a gift to a particular foundation account. Dr. Toney responded that all philanthropic gifts are processed through the TSU Foundation. Donors make checks payable to the Foundation with a memo indicating the designation—e.g., Bradley Scholarship, Alumni Fund, or Unrestricted. All such contributions are recorded accordingly.

Trustee Young-Seigler followed up to confirm whether all private dollars flowing into the Foundation are included in the Institutional Advancement gift totals. Dr. Toney confirmed that they are.

X. ADJOURNMENT

Trustee Traugher moved to adjourn, with the motion seconded by Trustee Winton. A roll call vote was taken, with Trustees Traugher, Winton, and Norfleet voting in favor of the motion. The meeting was adjourned.

**Meeting of the Tennessee State University Board of Trustees
Audit Committee
March 12, 2025
Tennessee State University – The Farrell Westbrook Complex (the “Barn”)**

MINUTES

Committee Members Present: Trustees Dimeta Smith Knight (Committee Chair), Charles Traugher (virtual), Marquita Qualls, and Dakasha Winton. Other Board members present: Trustees Jeffery Norfleet, Terica Smith, and Artenzia Young-Seigler

University Staff Present: Interim President Dwayne Tucker; Ginette Garza Brown, Interim General Counsel and Board Secretary; Dr. Renée Forbes-Williams, Director of Internal Audit; Jim Grady, A&M Consultant; Ingrid Gardner; Angela Mills, Interim Associate VP of Public Relations and Communications; Cynthia Howell, Vice President of Business and Finance

I. CALL TO ORDER

The Committee Chair Dimeta Smith Knight called the meeting to order at 1:06 p.m.

II. ROLL CALL/DECLARATION OF A QUORUM

Committee Chair Dimeta Smith Knight declared that a physical quorum was not present and moved that electronic participation by a quorum was necessary, which was approved. Committee Secretary conducted the roll call. The following committee members were present: Trustees Dimeta Smith Knight, Marquita Qualls, Charles Traugher, and Dakasha Winton.

III. APPROVAL OF THE NOVEMBER 22, 2024, AUDIT COMMITTEE MEETING MINUTES

The minutes from the November 22, 2024, meeting of the Audit Committee were approved as submitted, with Chair Winton making the motion and Trustee Qualls seconding the motion. The motion passed unanimously by roll call vote.

IV. REPORT ON EXTERNAL AND INTERNAL AUDITS

Committee Chair Smith Knight next asked Director of Internal Audit Renée Forbes-Williams to provide a report on Internal and External Audits.

Dr. Forbes-Williams began with the external audits. She reported that the FY2023 financial statement audit, conducted by state auditors, has completed its fieldwork and is now in the final stages, with the report expected to be released in April. She then discussed the FY2024 Single Audit, noting that there were four repeat findings. Management comments have been received and will be included in the FY2024 State of Tennessee Single Audit Report, which is scheduled for

publication in late March. She added that the FY2024 financial statement audit is on track and is anticipated to be completed by June.

Dr. Forbes-Williams then turned to the internal audit of the Office of the President, covering the period from July 1, 2023, to June 30, 2024, under former President Glenda Glover. She explained that the audit was conducted to ensure compliance with Tennessee Code Title 49, Chapter 7, and with institutional policies related to expenses. She directed trustees to page 14 of the board materials for detailed information. The report identified total presidential expenses of \$1,144,929, broken down as follows: \$1,078,611 from institutional funds, \$6,263 from the foundation, and \$60,055 from external sources. Additional expenses included housing costs and athletic tickets. She noted that there were no findings. However, there was a year-over-year increase of \$127,827, which represents an 11% increase compared to the prior year.

A trustee presented the question of who is included under “Salary and Benefits” in the President’s Office. Dr. Forbes-Williams responded that the category includes two executive assistants, the executive to the president, and possibly the chief of staff, though she was not entirely certain. She stated that these financials should be tracked by General Accounting rather than the Budget Office.

Another trustee asked about the average year-over-year increase in presidential expenses. Dr. Forbes-Williams said that the Budget Office has historically tracked that information and that she would follow up. She emphasized again that this reporting should fall under General Accounting moving forward.

Trustee Qualls asked why housing maintenance costs were reported separately from facilities. Dr. Forbes-Williams explained that while JLL is the contracted provider for facilities operations, the housing-related maintenance expenses in this report fall directly under the President’s Office and not under JLL’s scope.

President Tucker inquired about Schedule V, asking whether the charges listed should have been recorded under the Foundation. Dr. Forbes-Williams clarified that the charges were related to Nissan Stadium, and that these types of charges occur annually because the university’s financial books are closed before those expenses are finalized.

A trustee asked whether the Foundation’s payment process is different from the University’s. Dr. Forbes-Williams explained that while the processes are separate, they are not coded separately in the system. She concluded by recommending that future conversations related to executive financial reporting continue under the oversight of General Accounting.

V. REPORT ON INTERNAL AUDIT PLAN STATUS

Committee Chair Smith Knight next asked Director of Internal Audit Dr. Renée Forbes-Williams to provide a report on the Internal Audit Plan Status.

Dr. Forbes-Williams began by referencing the Internal Audit Plan for the fiscal year ending June 30, 2025, noting updates as of March 2025. She explained that items highlighted in purple on the plan reflect recent changes, including the addition of Cash Advance to the Travel Card

Transactions review. As a result, project dates were extended. She also noted that the Quality Assessment Review (both external and internal) would be reserved for discussion during Executive Session. Regarding the Conflict-of-Interest audit, she reported that although the original goal was to complete it by November 2024, the team did not finalize the work until January 2025.

Dr. Forbes-Williams further explained that the hours allocated to the audit plan were adjusted. Specifically, the Quality Assessment Review was removed for this year, decreasing that project's hours to 990. However, the total planned hours for the full audit plan increased from 3,915 to 4,415 due to additional time allocated to other projects.

Committee Chair Smith Knight asked whether there is a formal system or framework in place to support the audit plan and program. Dr. Forbes-Williams responded that there is not.

Trustee Traugher observed that the total budgeted hours for the audit plan are 4,415 and noted that one person working a standard 40-hour week accounts for 2,080 hours annually. He asked how this discrepancy is reconciled. Dr. Forbes-Williams responded that she would address the matter further in Executive Session, where she plans to discuss the possibility of co-sourcing audit support.

She also confirmed that she has been dedicating her time to audits as well as other investigations.

Trustee Traugher then inquired whether a risk assessment had been conducted for items not required by law and whether there were concerns about delays in completing those audits. Dr. Forbes-Williams responded that a risk assessment had been conducted and reported to the Audit Committee. It was completed in coordination with Risk Management Director Cynthia Howell. She clarified that while it was a comprehensive assessment of financial integrity, it was not specifically targeted to the individual items listed on the audit plan.

VI. EXECUTIVE SESSION – DISCUSSION OF ITEMS DEEMED CONFIDENTIAL UNDER STATE LAW

Committee Chair Smith Knight moved for the Audit Committee to go into Executive Session to discuss items deemed confidential under State law. The committee then transitioned into the Executive Session.

VII. ADJOURNMENT

Committee Chair Smith Knight adjourned the meeting. The meeting was adjourned.

**Tennessee State University Board of Trustees
Student and Academic Affairs Committee Meeting
March 13, 2025
Tennessee State University – The Barn Agricultural Building**

MINUTES

Committee Members Present: Trustees Jeffery Norfleet (Committee Chair), Terica Smith, Artenzia Young-Seigler, Dakasha Winton, Tyler Vazquez (virtual)

Other Board Members Present: Trustees Dimeta Smith Knight

I. CALL TO ORDER

Trustee Norfleet called the meeting to order at 3:03 p.m. (CT) on March 13, 2025.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Norfleet proceeded with the roll call vote. Board Secretary Brown called the roll at the Committee Chair's request. Trustees Norfleet, Smith, Young-Seigler, and Winton were present. Secretary Brown announced the presence of a quorum.

III. APPROVAL OF THE NOVEMBER 22, 2024, STUDENT AND ACADEMIC AFFAIRS COMMITTEE MEETING MINUTES

The minutes from the November 24, 2024, meeting of the Student and Academic Affairs Committee was approved as submitted, with Trustee Norfleet making the motion and Chair Winton seconding the motion. The motion passed unanimously.

IV. STUDENT AFFAIRS REPORT

Committee Chair Norfleet asked Dr. Bridgett Golman, Interim Vice President for Student Affairs and Dean of Students, to provide an update on Student Affairs.

Dr. Golman began by referencing a detailed 30-page report previously distributed to the Trustees. She noted that rather than going through the full report, she would highlight key areas. She shared that Student Affairs comprises 16 units and focused her presentation on Enrollment Services, the Aristocrat of Bands (AOB), Health and Mental Health Services, and TimelyCare.

Dr. Golman provided a forecast for Fall 2024, noting a goal of 968 new first-time freshmen. Current trends project 286 in-state and 540 out-of-state students, totaling 826. An additional 89 transfer students are expected. Spring 2024 enrollment exceeded the budgeted FTE by 610 students. For Fall 2023, TSU had 6,310 enrolled students—49% in-state (3,206) and 51% out-of-state (3,104).

For Fall 2025, enrollment is projected at 5,706. Dr. Golman explained that despite incoming enrollment increases, retention challenges are contributing to overall declines. She emphasized that persistence and retention significantly impact the ability to sustain higher enrollment figures. Long-term projections show a gradual return to a 6,000-student baseline by 2030, based on pro forma models.

Dr. Golman highlighted the national visibility of AOB, which ranks 4th on ESPN's Band of the Year list and was one of eight HBCU bands selected for a major event. Performances included appearances at TSU home games, the Heritage Classic, the John Merritt Classic, First Take, and the Milwaukee Bucks HBCU Night. Recruitment efforts are ongoing, with \$200,000 spent on recruitment this year. The band will cap at 200–210 members for the upcoming season. Last year, AOB awarded 155 scholarships, totaling \$2.3 million.

Health and Mental Health Services

Dr. Golman reported that TSU's on-campus health clinic, led by Dr. Dorsha James, has seen increased student utilization—rising from 1,500 visits last year to 2,100. Services include flu shots, STD testing, and gynecological care. The department also hosts an annual health fair with over 22 vendors.

TimelyCare, a 24/7 telehealth and mental health service, is available to all students at no cost under a Title III-funded, three-year contract. Students can access medical professionals and behavioral health support through the app. As of the meeting, 573 students (11% of the student body) were enrolled, with 91 having used the behavioral health "TalkNow" feature. Counseling Services sees approximately 40 students weekly and handles emergency and crisis interventions, including five suicide-related cases this semester.

Trustee Young-Seigler inquired about proactive measures following a hazing-related death at another institution. Dr. Golman stated that TSU mandates anti-hazing training each semester for all Divine Nine organizations.

Trustee Vazquez asked about student fees supporting student life. Dr. Golman explained that budgets are supported through E&G funds, fee allocations, and grants, which are distributed among SGA, Mr. and Miss TSU, and programming.

Trustee Winton asked about retention strategies. Dr. Golman noted that this topic would be addressed further in Dr. Melton's presentation.

Trustee Smith asked about recruitment and alumni engagement. Dr. Golman shared that a full enrollment plan is in development for Fall 2026 and will be presented at the June Board meeting. She also noted that additional recruitment staff positions have been approved.

Trustee Winton asked if services were adequate to meet growing student needs. Dr. Golman responded that targeted campaigns are underway, including required app downloads and training for incoming students.

A trustee inquired about contingency plans if TimelyCare funding were lost. Dr. Golman stated student fees would be used if necessary.

Trustee Qualls asked whether equivalent services were available for staff. Dr. Golman confirmed they are.

V. ACADEMIC AFFAIRS REPORT

Committee Chair Norfleet asked Dr. Robbie Melton, TSU's Interim Provost and Interim Vice President for Academic Affairs, to provide a report on Academic Affairs.

Dr. Melton invited Dr. Anderson to present on the SACSCOC Fifth-Year Interim Report. Dr. Anderson outlined the four required components: (1) signature page verifying report integrity, (2) institutional summary form, (3) compliance certification, and (4) quality enhancement plan and impact report. The University is currently in the self-study phase and on track to submit the third and final draft by March 2026.

Dr. Melton then addressed low-producing academic programs, defined as programs with fewer than 10 graduates over a five-year period. She noted that 17 programs currently fall into this category. One example, Architectural Engineering, although graduating 8.6 students on average, has high enrollment (92 students for Spring 2025) and is recommended for continuation due to increasing faculty support and growth potential.

At Trustee Winton's request, Dr. Melton brought in the Dean of Engineering to explain the challenges of Architectural Engineering. The Dean cited reliance on adjunct faculty and course scheduling difficulties due to a 120-credit hour requirement. These issues previously led some students to switch majors. The Dean reported that full-time faculty is increasing to five, which will improve program delivery.

A Trustee asked how under-staffing impacts students. The Dean explained that low faculty numbers limit cross-discipline engagement and delay required course offerings. Trustee Smith Knight inquired about plans for addressing low-producing programs. Dr. Melton confirmed that each dean is required to develop a five-year improvement plan for continued programs.

Dr. Melton recommended sunseting the Dental Hygiene program, which currently has only one enrolled student. She clarified that sunseting results in program termination, requiring a full restart if reintroduced. Dr. Miranda Sanford-Terry explained that the industry trend now favors associate degrees for dental hygienists, making the bachelor's degree less in demand. Trustee Qualls asked about faculty implications. The Dean of Health Sciences confirmed the existing faculty member will be reassigned and not terminated.

Regarding other programs, Dr. Melton recommended sunseting or inactivating several graduate programs, including Computer and Information Systems Engineering, Elementary Education, Professional School Counseling, and Instructional Leadership. She proposed placing Chemistry on inactive status and continuing Public Policy Administration with a plan in place.

Dr. Melton then presented updates on the Academic Affairs Strategic Plan, which includes a structured advising model to enhance student engagement with their majors. The plan targets a 5% increase in retention each year over five years, supported by efforts in advising, use of DegreeWorks, student engagement, and teaching excellence. She reported that Spring 2025 retention improved to 79%, compared to 51% the previous year.

The plan also includes a redesign of general education courses, which have a 50% drop/failure rate and significantly impact student progression. These courses are typically taken within the first two years. Trustee Vazquez inquired about students who test out via AP or dual enrollment. Dr. Melton stated she would follow up with that information.

Dr. Melton confirmed that summer semester classes are still being offered and that students with outstanding balances will not be permitted to enroll, though scholarships were made available. General education courses make up most summer offerings.

She also announced a return to Friday classes during the summer, aligning with other LGIs and as part of efforts to improve student outcomes. Assistant Vice President Eric Schmeller noted that reintroducing Friday classes supports improved retention.

Finally, Dr. Melton invited Dr. Mohamed Kanu (College of Health Sciences), Dr. Rodney Stanley, Dr. Kimberly Triplett (College of Public Service), and Dr. Muhammed Miah (College of Business) to provide college updates.

VI. APPROVAL OF ARTIFICIAL INTELLIGENCE POLICY

Trustee Norfleet introduced the next agenda item: the approval of the proposed Policy on the Responsible Use of Artificial Intelligence at TSU. He called on Dr. Robbie Melton, TSU's Interim Provost and Vice President for Academic Affairs, to provide background and supporting information on the matter.

Dr. Melton emphasized TSU's leadership in the field of artificial intelligence, noting that the university is home to a premier AI research center. She stated that TSU facilitates AI-related innovation and support for teaching, learning, research, and workforce development for stakeholders from 28 countries. Dr. Melton described the proposed AI policy as a necessary action item that will have a direct impact on faculty, staff, and students.

Next, Dr. Melton invited General Counsel Ginette Brown to speak on the policy. Attorney Brown provided legal context, explaining that the proposed policy aligns with Public Chapter 550, which was enacted into law last year. This legislation requires all public institutions of higher education in Tennessee to implement a policy governing the use of artificial intelligence for instructional and assignment purposes by students, faculty, and staff.

Attorney Brown noted that the law requires TSU to adopt and publish the policy on its website and to submit it to the Chairs of the Senate Education Committee and the House Education Administration Committee by July 1, 2025. She mentioned that the Academic Affairs Office, the

Office of Technology Services, and the Office of General Counsel collaborated on drafting the policy, incorporating feedback from other local government institutions across the state.

Dr. Melton concluded by emphasizing the university's proactive efforts to ensure compliance while continuing to lead in AI education and implementation.

Trustee Norfleet requested that the policy be revisited as the Board needs more time to review it. He expressed a desire to set up a meeting with Attorney Brown. Trustee Smith suggested that guidelines should also be included with the policy.

VII. RESEARCH AND SPONSORED PROGRAMS REPORT

Dr. Quincy Quick, Associate Vice President for Research and Sponsored Programs, presented a comprehensive report outlining recent developments, achievements, and challenges within the Division of Research and Sponsored Programs at Tennessee State University (TSU). His remarks addressed the effects of federal executive orders on research activity and funding, as well as the university's strategic direction in building research capacity.

Dr. Quick began by sharing data on TSU's grant activity for FY25. He reported a 15% increase in the number of grant submissions and a 60% increase in the total amount requested, compared to FY24. However, he noted a slight decrease in the number of awarded grants, with 133 grants awarded in FY25 versus 135 in the prior year—a 1.5% decline. Trustee Qualls inquired whether these awards included multi-year grants. Dr. Quick clarified that while some awards may span multiple years, his reported figures are unduplicated and represent new funding for FY25, distinct from FY24.

The report highlighted several strategic infrastructure improvements to support TSU's research enterprise. These include the renovation of thirteen research laboratories and two teaching labs in Harned Hall, home to the Department of Biological Sciences. Additionally, the university has relocated its small animal facility to the Research and Sponsored Programs (RSP) Building, allowing for better space utilization and operational efficiency. Dr. Quick also announced that TSU successfully regained its Institutional Animal Assurance Number after 13 years of inactivity, enabling the institution to pursue federally funded research involving small animals.

In terms of economic development and entrepreneurship, Dr. Quick noted that the Division of Research and Sponsored Programs has assumed direct oversight of TSU's Business Incubation Center (BIC). The center is now staffed by the Small Business Development Center team, led by Director Greg Jones. One proposed initiative involves converting 2,000 square feet of the BIC into a childcare facility, with a projected annual revenue of \$500,000. This effort is in collaboration with TSU's Tennessee Early Childhood Training Alliance, Early Head Start, and the Center of Excellence in Learning Sciences—all state-funded programs housed within the Division.

Dr. Quick shared that a total of \$921,995 in extramural grant funds has been allocated to support faculty and student research. These funds are being used not only to advance academic inquiry but also to help students reduce their institutional debt. He emphasized that the initiative is not a scholarship program, but rather a work-based opportunity that provides students with upfront

funding in exchange for job placements, with approximately 70% of students receiving placement through the program.

Addressing recent disruptions, Dr. Quick discussed the temporary pause on all spending related to Agriculture and Federal Grant Awards, including the 1890 Foundation, the Evans-Allen Grant, and the Next Generation Inclusion Consortium. The pause, which lasted from February 28 to March 12, was implemented as a cautionary measure while the university assessed the impact of recent federal executive orders and engaged in conversations with federal agencies. Dr. Quick confirmed that the Evans-Allen Grant—characterized as a capacity-building program for research—has since been reinstated, allowing access to previously allocated funds. He assured the committee that TSU now has full access to the federal payment management system and is in a stable position to move forward.

In response to questions about TSU's future research strategy and performance-based funding, Dr. Quick explained that the university is focused on expanding research capacity. He noted that 17% of faculty are responsible for 85% of submitted grants and emphasized the need to engage a broader segment of the faculty. To that end, the Division has hired a staff member to oversee expenditure tracking and provide individualized support to faculty members, helping them remain compliant and meet project milestones.

When asked about the university's progress toward achieving R1 classification, Dr. Quick affirmed that TSU remains on track. He cited the Department of Educational Leadership, which enrolls approximately 150 doctoral students annually, as a major contributor toward meeting Carnegie R1 requirements. However, he cautioned that overall research expenditures remain the most significant hurdle in reaching that goal.

Trustee Qualls concluded the discussion by reaffirming the original purpose of the Evans-Allen Grant, emphasizing its role in supporting research capacity at historically Black land-grant institutions like TSU.

VIII. ATHLETICS REPORT

Dr. Mikki Allen presented the Athletics Report, beginning with an update on the football program. He acknowledged that the university is currently without a head football coach, following the former coach's departure to Bowling Green. However, he reassured the committee that both the football team and the marching band will remain active. The athletics department continues to prioritize academic success, reporting a departmental semester GPA of 3.31 and a cumulative GPA of 3.34 across all 15 sports programs. A total of 171 student-athletes earned a GPA of 3.0 or higher, while only 39 fell below that threshold. Additionally, 32 student-athletes achieved a perfect 4.0 GPA. The department's graduation success rate stands at 82%, with the remaining 18% attributed to student transfers through the NCAA transfer portal.

Dr. Allen highlighted the football program's achievements over the past year. The team shared the OVC Big South Championship and qualified for the NCAA playoffs for the first time since 2013. The success brought national recognition, including honors such as Defensive Freshman of the Year, National Coach of the Year, and Conference Coach of the Year. Looking ahead, the

university has scheduled a home-and-home series with Alabama A&M University, beginning on September 13, 2025, and continuing annually through 2028. TSU will also compete against other HBCUs, including North Carolina Central and Howard University.

In basketball, both the men's and women's programs are focusing on retention and recruitment under the leadership of their respective head coaches. Cross Country qualified for NCAA regionals, Men's Tennis claimed the HBCU National Championship, and the Softball team is currently ranked second in the OVC standings. Dr. Allen also discussed the hockey program, noting continued support from the NHL through an annual \$125,000 donation and in-kind equipment gifts from Bauer. However, he clarified that TSU will not launch any new sports programs without securing independent funding, emphasizing the need to focus resources on the 15 existing programs.

Dr. Allen reported that TSU will host eight home football games this season. In an effort to support the university's broader financial strategies, the athletics department has reduced the number of scholarships awarded. The department aims to raise \$1.2 million in fundraising revenue and has already secured approximately \$650,000. Additional cost-saving measures include standardizing athletic apparel through a partnership with Under Armour to ensure all student-athletes are uniformly outfitted.

Facility enhancements have also been prioritized. Investments have been made in the student-athlete weight room, which also serves as a treatment space. TSU has formed a partnership with X3 to provide physical therapy services at no cost. The university also received an NCAA grant that funded new academic learning labs and computer equipment for student-athletes.

Looking ahead, Dr. Allen stressed the importance of securing a dedicated on-campus stadium. He noted that regaining the university's stadium would bolster school spirit, enhance recruitment efforts, increase alumni engagement, and yield significant economic impact. Plans for this initiative are currently in development, with the intent to pursue private funding support.

IX. ADJOURNMENT

Having no other business, Trustee Norfleet asked for a motion to adjourn the meeting. Trustee Smith moved to adjourn the meeting, and the motion was seconded by Trustee Young-Seigler. A roll call vote was taken, and the motion carried unanimously. The meeting was adjourned.

**Meeting of the Tennessee State University
Board of Trustees
Regular Meeting
March 14, 2025
Tennessee State University – the Barn**

MINUTES

Board Members Present: Trustees Trevia Chatman, Jeffery Norfleet, Marquita Qualls, Terica Smith, Dimeta Smith Knight, Charles Traughber, Dakasha Winton, Artenzia Young-Seigler, Tyler Vazquez

University Staff Present: President Dwayne Tucker; Dr. Robbie Melton, Interim Provost & Vice President for Academic Affairs; Ginette Brown, General Counsel & Board Secretary; Sterlin Sanders, Chief Information Officer; Jerome Oglesby, Special Assistant to the President for Information Technology; Renée Forbes-Williams, Director of Internal Audits; Greg Robinson, Chief of Police; Will Radford, Assistant Vice President of Planning, Design & Construction and Campus Operations; Dr. Mikki Allen, Director of Athletics; Dr. Quincy Quick, Associate Vice President for Research and Sponsored Programs; Dean Chandra Reddy, College of Agriculture; LoLita Toney, Executive Director of Development; Bradley White, Interim Vice President of Finance

I. CALL TO ORDER

Chair Winton called the meeting to order at 9:03 a.m. Chair Winton announced that the trustees were confirmed by the Tennessee General Assembly the day prior.

II. ROLL CALL/DECLARATION OF A QUORUM

Chair Winton asked Board Secretary Ginette Brown to call the roll. The following committee members were present: Trustees Trevia Chatman, Dimeta Smith Knight, Jeffery Norfleet, Marquita Qualls, Terica Smith, Charles Traughber, Dakasha Winton, Artenzia Young-Seigler, and Tyler Vazquez. A quorum was present.

III. APPROVAL OF CONSENT AGENDA ITEMS

Chair Winton presented the items on the consent agenda, which included the following minutes for approval:

- November 22, 2024, Board Meeting Minutes
- December 13, 2024, Board Meeting Minutes
- January 31, 2025, Board Meeting Minutes
- November 21, 2024, Audit Committee Meeting Minutes
- November 21, 2024, Finance Committee Meeting Minutes
- November 22, 2024, Student and Academic Affairs Committee Meeting Minutes
- November 21, 2024, Ad Hoc Presidential Search Committee Meeting

- November 22, 2024, Governance and Governmental Affairs Committee Meeting Minutes

Trustee Young-Seigler moved to approve the consent agenda items, and Trustee Norfleet seconded the motion. The motion passed by voice vote.

IV. COMMITTEE REPORTS

Chair Winton introduced the next agenda item, which was committee reports.

A. Audit Committee Report

Trustee Smith Knight reported that the Audit Committee met to receive reports and consider several items and to enter into Executive Session to discuss matters deemed confidential by state law. The committee voted to recommend the approval of the November 22, 2024, Audit Committee meeting minutes, heard a report on external and internal audits, and received a report on the Internal Audit Plan status.

B. Finance Committee Report

Trustee Traugher reported that the Finance Committee met on March 12, 2025. The committee voted to recommend the approval of the November 21, 2024, Finance Committee meeting minutes. It heard updates on grants and a State Building Commission meeting in February 2025. The Committee further received a Budget vs. Actual Update, Tuition Update, and Scholarship Proposal Update. Trustee Traugher reported that in the future, the Board may be called on to consider a tuition increase and policy on scholarships.

C. Student and Academic Affairs Report

Trustee Norfleet reported that the Student and Academic Affairs Committee met on March 13, 2025. The committee received a SACSCOC accreditation update and reports on retention, the summer semester, college updates, and reports from Research and Sponsored Programs and Athletics, as well as a Student Affairs report. The committee considered an artificial intelligence policy and will take up this policy at a later date. The committee voted to recommend to the full Board the approval of the November 22, 2024, Student and Academic Affairs Committee meeting minutes.

D. Governance and Governmental Affairs Committee Report

Trustee Smith presented information concerning the Governance and Governmental Affairs Committee Report. She stated that one of the responsibilities of the Board is overseeing the financial stability of the university. She stated that the Board of Trustees and key administrative staff received training on higher education finances from the Tennessee Higher Education Commission and the Tennessee Board of Regents. On June 25, 2024, a higher education finance primer training was provided. Additional training was provided at a special called Board meeting on January 31, 2025, by a consultant with the National Association of College and University Business Officers regarding financial exigency. On February 27, 2025, the Board received training

on TSU financial data and the outcome-based funding model. Trustee Smith indicated that the Governance and Governmental Affairs Committee will continue to organize informational training sessions and review and revise Board policies and procedures.

V. REPORT ON INFORMATION AND TECHNOLOGY

Chair Winton invited Sterlin Sanders, Interim Chief Financial Officer, to present a report on information and technology. Mr. Sanders discussed the need to provide robust security practices and digital data management strategies to ensure compliance with federal law, namely, the Gramm-Leach-Bliley Act (GLBA). Mr. Sanders reported that TSU achieved full compliance with GLBA following a successful audit by the Tennessee Division of State Audit. He discussed the Office of Technology Service's efforts to proactively mitigate vulnerabilities and risks through continuous assessments and testing. Mr. Sanders further noted the university's efforts to increase cybersecurity awareness. His office does annual testing.

Jerome Oglesby, Strategic Advisor to the President on Information Technology, presented information on specific action items from the President. He was asked to look at where the university is currently in terms of its IT, what its needs are, and to assist with a long-term, 5-year IT plan.

Mr. Sanders discussed his team's efforts with respect to drafting an artificial intelligence policy and strengthening TSU's email policy. Through its partnership with SIG, IT has driven digital transformation initiatives to enhance efficiency and modernize business operations. Mr. Sanders discussed upcoming website enhancements and some of its compliance efforts. He also stated that IT successfully addressed all FY23 and FY24 State audit findings addressing use, privilege, and access to systems and implementing routine auditing of data centers. Mr. Oglesby talked about future improvements to the website and applications to better the student experience.

Mr. Sanders and Mr. Oglesby fielded questions from the trustees regarding technology, including about the need and plan to create an intranet over time and the university's internet use policy.

VI. PRESIDENT'S REPORT

President Tucker next provided a report. He discussed the university's various stakeholders and his efforts to communicate with them. He discussed the need to put the university's "customer" – the students – at the center of what we do. President Tucker discussed the culture reset that is underway at the university. He indicated the need to have transparency to build trust and use accountability to drive performance.

President Tucker further stated that he has reworked cabinet meetings to break down silos and be more productive.

President Tucker said that in March and April, he planned to pivot his efforts to fundraising and working on student performance. He said that he would like to provide a performance dashboard to the trustees.

VII. BOARD CHAIR'S REPORT

Chair Winton thanked the many people who are working hard on behalf of TSU. He thanked the people at Alvarez and Marsal and the Tennessee Higher Education Commission. Chair Winton thanked President Tucker for his efforts in taking on the role of president.

Chair Winton said that the Presidential Search Committee is not ready to move forward with the Presidential Search. At this time, the committee is going to discontinue its search, think through immediate and long-term solutions, and then come back down the road with more information.

Chair Winton highlighted Student Trustee Tyler Vazquez and the fact that he will be pursuing his PhD and M.D. at Meharry Medical College. She thanked him for his commitment and time on the Board. Trustee Vazquez thanked the Board and expressed his gratitude for his experience while serving on the Board.

VIII. ADJOURNMENT

Chair Winton asked if there was a motion to adjourn. Trustee Young-Seigler moved to adjourn the meeting, and the motion was seconded by Trustee Smith. Secretary Brown took a roll call vote on the motion. The motion passed by voice vote. The meeting was adjourned at 9:52 a.m.

**Tennessee State University Board of Trustees
Student and Academic Affairs Committee Meeting
April 28, 2025
Tennessee State University – The Barn Agricultural Building**

MINUTES

Committee Members Present: Trustees Jeffery Norfleet (Committee Chair), Terica Smith, Artenzia Young-Seigler

Other Board Members Present: Trustees Dimeta Smith Knight

I. CALL TO ORDER

Trustee Norfleet called the meeting to order at 9:00 a.m. (CT) on April 28, 2025.

Trustee Norfleet made certain findings on the record regarding the necessity for conducting the day's meeting by electronic participation without a physical quorum present. Trustee Norfleet stated that the committee was required to take timely action to consider a new artificial intelligence policy. Trustee Norfleet moved that the committee find that participation by a quorum of the board members by electronic means of communication was necessary. The motion was seconded by Trustee Young-Seigler. Trustees Norfleet, Smith, and Young-Seigler voted in favor of the motion, and the motion carried. No committee members reported difficulty hearing or speaking with one another, and none reported others present at the location from which the committee members were participating.

II. ROLL CALL/DECLARATION OF A QUORUM

Trustee Norfleet proceeded with the roll call vote. Board Secretary Brown called the roll at the Committee Chair's request. Trustees Norfleet, Smith, and Young-Seigler were present. Secretary Brown announced the presence of a quorum.

III. APPROVAL OF TSU POLICY GOVERNING THE USE OF ARTIFICIAL INTELLIGENCE

Trustee Norfleet announced the day's sole agenda item, which was the approval of the proposed Policy on the Responsible Use of Artificial Intelligence at TSU, policy no. 1.09. Trustee Norfleet asked Dr. Robbie Melton, TSU's Interim Vice President for Academic Affairs and Provost, to provide pertinent information related to this agenda item. Dr. Melton reviewed the policy. She discussed the comprehensive nature of the policy. She noted that the Office of Technology Services assisted with drafting the policy.

Interim Chief Information Officer Sterlin Sanders discussed the need to validate AI tools and ensure that IT security protocols are met. He stated that the university can block harmful AI tools. He emphasized the need to make sure that PII is not shared out and to have screening processes.

Dr. Melton discussed the developing nature of AI. She discussed the “AI for All” research center at TSU. When new tools are shared out to faculty and staff, a team of researchers, who are AI fellows, test and evaluate the tool. The tool is tested for security and privacy, how it interacts with TSU’s systems, and how it impacts teaching. She said they work with companies to make sure that AI tools are shaped to help the university. Anyone who desires to use a new tool must go through training to use the tool. Dr. Melton said that specific AI tools can be blocked. Jerome Oglesby gave the committee an example of an AI tool that was recently blocked.

Dr. Melton noted business relationships coming to the university as a result of its leadership in the AI space. She announced a partnership with Amazon in which TSU would be part of an executive higher education team. This policy will place TSU at the forefront in the use of AI.

Trustee Norfleet opened up the floor for discussion on the policy. A conversation took place regarding the inclusion of links within the “Related Policies/Documents” section of the policy. Trustee Smith expressed concern about linking out to third party resources that might change over time. Secretary Brown spoke regarding the university’s major policy initiative, which will include updated templating. Trustee Norfleet suggested that the policy not include hyperlinks in it since the university is moving away from the format with its transition to the new policy portal.

Trustee Norfleet requested the removal of third-party links in the “Related Policies/Documents” section of the policy and hyperlinks in the policy.

Trustee Smith made the motion to recommend to the full Board the approval of the AI policy as contained in the meeting materials, with the modifications discussed to remove third-party links in the “Related Policies/Documents” section of the policy and hyperlinks in the policy. Trustee Young-Seigler seconded the motion. Trustees Norfleet, Smith, and Young-Seigler voted in favor of the motion, which passed.

IV. ADJOURNMENT

Having no other business, Trustee Norfleet asked for a motion to adjourn the meeting. Trustee Smith moved to adjourn the meeting, and the motion was seconded by Trustee Young-Seigler. A roll call vote was taken, and the motion carried unanimously. The meeting was adjourned.

**Meeting of the Tennessee State University
Board of Trustees
Special Called Meeting
April 30, 2025
Tennessee State University – the Barn**

MINUTES

Board Members Present: Trustees Trevia Chatman, Marquita Qualls, Terica Smith, Dimeta Smith Knight, Charles Traughber, Dakasha Winton, Artenzia Young-Seigler, and Tyler Vazquez

University Staff Present: President Dwayne Tucker; Dr. Robbie Melton, Interim Provost & Vice President for Academic Affairs; Ginette Brown, General Counsel & Board Secretary; Sterlin Sanders, Chief Information Officer; Jerome Oglesby, Special Assistant to the President for Information Technology

I. CALL TO ORDER/DECLARATION OF A QUORUM

Chair Winton called the meeting to order at 5:32 p.m. (CT)

Chair Winton made certain findings on the record regarding the necessity for conducting the day's meeting by electronic participation without a physical quorum present. Chair Winton stated that the Board was required to take timely action to consider a new artificial intelligence policy. Trustee Chatman moved that the Board find that participation by a quorum of the board members by electronic means of communication was necessary. The motion was seconded by Trustee Smith. Trustees Trevia Chatman, Dimeta Smith Knight, Marquita Qualls, Terica Smith, Charles Traughber, Dakasha Winton, and Artenzia Young-Seigler voted in favor of the motion, and the motion carried.

Board Secretary Brown called the roll. Trustees Trevia Chatman, Dimeta Smith Knight, Marquita Qualls, Terica Smith, Charles Traughber, Dakasha Winton, Artenzia Young-Seigler, and Tyler Vazquez were present. No committee members reported difficulty hearing or speaking with one another, and none reported others present at the location from which the committee members were participating. A quorum was present.

II. APPROVAL OF TSU POLICY GOVERNING THE USE OF ARTIFICIAL INTELLIGENCE

Chair Winton announced the day's agenda item, which was the approval of the proposed Policy on the Responsible Use of Artificial Intelligence at TSU, policy no. 1.09. Chair Winton asked Trustee Smith to present information regarding this item to the Board on behalf of the Student and Academic Affairs Committee.

Trustee Smith reported that at its April 28, 2025, meeting, the Student and Academic Affairs Committee reviewed and approved the Responsible Use of Artificial Intelligence at TSU, policy

no. 1.09, with a few modifications. The policy before the Board for approval is contained in the Board materials for the April 30, 2025, meeting.

Chair Winton thanked Trustee Norfleet and the administration for their work on this policy, which will allow flexibility for new technologies while also being consistent with state law.

On behalf of the Student and Academic Affairs Committee, Trustee Smith made the motion to recommend to the full Board the approval of the AI policy as contained in the meeting materials. Trustees Trevia Chatman, Dimeta Smith Knight, Marquita Qualls, Terica Smith, Charles Traughber, Dakasha Winton, and Artenzia Young-Seigler voted in favor of the motion by roll call vote, and the motion carried.

III. ADJOURNMENT

Trustee Young-Seigler moved to adjourn, with the motion seconded by Trustee Chatman. Trustees Trevia Chatman, Dimeta Smith Knight, Marquita Qualls, Terica Smith, Charles Traughber, Dakasha Winton, and Artenzia Young-Seigler voted in favor of the motion by roll call vote, and the motion carried. The meeting was adjourned at 5:40 p.m.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2025

ITEM: Approval of the Appointment Student Trustee

RECOMMENDED ACTION: Approval

PRESENTED BY: Trustee Dakasha Winton, Board Chair

Background Information

Pursuant to the FOCUS Act, T.C.A. § 49-8-201 (f), a Tennessee State University student shall serve as a non-voting student member of the Board. The Board shall appoint the non-voting student member to serve a term of one (1) year.

Pursuant to the Board-adopted Student Trustee recommendation process, the Tennessee State University Student Government Association (“SGA”) solicited and conducted a preliminary review of the candidates to serve as Student Trustee for the 2025-2026 fiscal year and forwarded a slate of candidates for further consideration. The Board Secretary and Vice President for Student Affairs then met with the finalist candidates and made a recommendation to the President for further interviews.

At the conclusion of interviews with President Tucker, the President is recommending the Board’s appointment of _____ to serve a one-year term as the Student Trustee. _____’s resume is attached.

Committee Action

The Committee Chair will call for a motion recommending the approval of the Student Trustee.

MOTION: I move to approve the appointment of _____ to serve a one-year term as the Student Trustee for the 2025-2026 fiscal year.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 12, 2025

ITEM: Approval of the Fiscal Year 2025-2026 Audit Plan

RECOMMENDED ACTION: Approval

PRESENTED BY: Trustee Dimeta Smith Knight, Audit Committee Chair
Dr. Renée Forbes, Director, Internal Audit

Background Information

The Audit Committee is responsible for reviewing the annual audit plans for the University's Internal Audit department, including management request for unplanned audits.

The Director of Internal Audit will present a report on the Internal Audit Plan for 2025-26.

See attachment.

MOTION: To approve the Fiscal Year 2025-2026 Audit Plan, as contained in the meeting materials.

Tennessee State University
Department of Internal Audit Internal
Audit Plan Fiscal Year Ending June 30, 2026

Rank/Status	T y p e	Area	Audit	Budget (Hours)	Estimated Start	Estimated Completion
Required	R	AT	NCAA Student Assistance Fund FY 2025	125	July 2025	August 2025
Required	R	FM	State Audit (Single Audit FY 2024) Follow-up	100	July 2025	October 2025
Risk-Based	A	FM	Cash Advance and Travel Card Transactions	350	February 2025	September 2025
Required	R	IS	Quality Assessment Review- Internal	150	July 2025	September 2025
Required	R	FM	State Audit (Financial Audit 2023) Follow-up	150	July 2025	October 2025
Required	R	FM	State Audit (EEE Audit FY 2023) Follow-up	30	July 2025	October 2025
Required	R	FM	President's Expenses FY 2025	125	September 2025	December 2025
Follow-Up Review	F	IS	Follow-Up Reviews of Internal Audit Findings	600	July 2025	June 2026
Follow-Up Review	F	SS	(A) Admissions - Vaccine Compliance			
Follow-Up Review	F	FM	(B) Federal Work-Study			
Follow-Up Review	F	IS	(C) Department of Human Resources			
Follow-Up Review	F	AD	(D) Foundation Gifts			
Follow-Up Review	F	RS	(E) Grants Management			
Follow-Up Review	F	FM	(F) Procurement Card Review			
Follow-Up Review	F	FM/IT	(G) Inventory/Laptops			
Required	A/M	IS	Review Management's Risk Assessments	75	September 2025	December 2025
Risk-Based	A	FM	Internal Controls Review	250	September 2025	December 2025
Required	R	IS	Review of Conflict-of-Interest Forms	300	September 2025	January 2026
Investigation	I	IS	Unscheduled Audits/Projects/Investigations	650	Ongoing	Ongoing
Consultation	C	IS	Unscheduled Consultations	150	TBD	TBD
Risk-Based	A	FM	Student Housing Assignment Review	150	February 2026	March 2026
Risk-Based	A	FM	Accounts Payable/ Disbursements	225	February 2026	April 2026
Risk-Based	A	AX	Bookstore and Food Services Revenue Review	225	March 2026	May 2026
Required	R	FM	Cash Counts	10	June 2026	June 2026
Required	R	IS	Quality Assessment Review- External	225	January 2026	June 2026
			Required	1290		
			Total	3890		

	Audit Types		Functional Area
R	Required	AD	Advancement
A	Risk-Based (Assessed)	AT	Athletics
S	Special Request	AX	Auxiliary
I	Investigation	FM	Financial Management
M	Management's Risk Assessment	IA	Instruction & Academic Support
C	Consultation	IS	Institutional Support
F	Follow-Up Review	IT	Information Technology
RS	Research	PP	Physical Plant
		SS	Student Services

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 13, 2025

ITEM: Approval of Academic Affairs Low Producing Program Closure (Sunset)

RECOMMENDED ACTION: Approval

PRESENTED BY: Interim Provost, Robbie Melton
Executive Director, Charlise Anderson
College Deans: Janet Finch and Ronald Barredo

Recommendation

The university, supported by the College of Education and the College of Health Sciences, requests approval to close/sunset:

- B.S. Dental Hygiene program
- Ed.S. Instructional Leadership program

We also seek authorization to submit these closures (sunsets) to the Tennessee Higher Education Commission (THEC) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for approval.

Academic Programs and Modifications information pertaining to this action item is included below.

Board Action

The administration is requesting approval for the closure of an academic program(sunset). The Chair will call for a motion on the requested action.

MOTION: To approve academic program closures for the Bachelor of Science degree in Dental Hygiene and Education Specialist degree in Instructional Leadership, as contained in the Board materials for the Board's June 13, 2025, meeting.

ACADEMIC PROGRAMS AND MODIFICATIONS

I. Approval of Program Closure (Sunset) – Low Producing Programs

The University, with the support of the three colleges—College of Education, College of Engineering, and College of Health Sciences—requests approval for the proposed program closure (sunset) and proceeding with submission to the Tennessee Higher Education Commission (THEC) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for approval.

Pursuant to TSU's Academic Programs, Units, and Modifications process, which includes the closure (sunset) of an academic program, academic departments may seek said program closure (sunset), initiating an internal review process. The department initiates the review process by developing and proposing the academic action for review at the departmental committee, college, and university levels. The Provost and Vice President for Academic Affairs, along with the President, must ultimately approve the submissions.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve the program change. Upon approval by the Board, THEC and SACSCOC must provide final approval.

Recommendation to Close Low-Producing Academic Programs

In alignment with THEC's policy of measurements to determine the productivity or effectiveness of a program at an institution and as part of our ongoing commitment to academic quality and institutional sustainability, the Division of Academic Affairs and respective academic departments have completed a program productivity review consistent with the criteria established by our state coordinating board.

THEC staff determine productivity benchmarks based on the number of graduates for each program, as listed below.

- Baccalaureate: average of 10 graduates a year over a five-year period.
- Master's: average of five graduates a year over a five-year period.
- Education Specialist: average of five graduates a year over a five-year period.
- Doctoral: average of three graduates a year over a five-year period.

Programs that fall below these benchmarks are considered low producing. Further internal analysis was performed regarding academic programs flagged as low producing by the state coordinating board and included the additional analysis of factors such as enrollment trends, labor market relevance, cost-effectiveness, alignment with the university's mission, and potential for future viability. The university identified five such academic programs.

Following this comprehensive evaluation, and in consultation with the colleges, academic departments, and senior leadership, the university recommends the sunset of the following programs:

1. B.S. Dental Hygiene
2. Education Specialist in Instructional Leadership

Each program identified has consistently demonstrated a sustained low graduation output over the past five years. The recommendation to close these programs reflects our strategic goal to redirect resources toward areas of growth, innovation, and student demand.

To ensure that no student is adversely affected, a formal Teach-Out Plan has been developed for each program (see Appendices). These plans outline specific steps, in accordance with the SACSCOC Substantive Change Policy and Procedures, that the university will take to support currently enrolled students in completing their degrees within a reasonable timeframe. The plans are designed in compliance with SACSCOC policy on program closure (sunset) and include advising, course scheduling, and academic support services.

Upon Board approval, the university will submit formal notifications and Teach-Out Plans to the state coordinating board. We respectfully request your support for the proposed closure (sunset) as part of our strategic academic realignment and ongoing efforts to strengthen institutional effectiveness and student success.

Recommendation: Board Approval.

APPENDICES

TEACH-OUT PLANS

Appendix 1

Bachelor of Science in Dental Hygiene

Teach-Out Plan

College of Health Sciences
Bachelor of Science in Dental Hygiene

Teach-Out Plan

SACSCOC Substantive Change Policy and Procedures: Program Closure (sunset) (pg. 57-58)

1. Provide the closure (sunset) date, defined by SACSCOC as the date when students are no longer admitted.

Response: *April 1, 2025*

2. Provide a communication plan to inform all affected parties of the closure (sunset) to include and document how each of the following will be informed for the closure (sunset):

- currently enrolled students.

Response: *There is only one (1) student currently enrolled in the program. An email will be sent to inform the student that the program is being sunsetted but that their matriculation is not in jeopardy. The student will complete the program. A teach-out plan (see Appendix B) has been developed and the student will be required to review and sign the plan.*

- students with lapsed enrollment (i.e., not currently enrolled but recently enrolled).

Response: *There are no students in this program with lapsed enrollment.*

- prospective students.

Response: *Prospective students who have indicated interest in or applied to the program will be sent an email stating that the program is being sunset and that no action will be taken on their applications. Should prospective applicants have any questions, they are invited to schedule a meeting with the Chair.*

- how faculty and staff will be informed, viz., admissions and recruiting / marketing staff.

Response: *Faculty and staff will be informed in a department meeting on March 21, 2025, about the sunseting of the B.S. in Dental Hygiene program.*

Additionally, the Chair will (a) begin the process of proposing that the program be terminated in Curriculog, (b) update the department's website and catalog entries to include information about the sunseting of the B.S. in Dental Hygiene program, (c) communicate with various institutional units such as Student Success, Admissions, etc. about sunseting the B.S. in Dental Hygiene program

- how community or industry partners will be informed. If not applicable, provide an affirmative statement to that effect.

Response: *The department is notifying several partners and stakeholders regarding the sunseting of the B.S. in Dental Hygiene. These include: (a) the external clinical externship sites, (b) its professional accrediting body, the Commission in Dental Accreditation, CODA, (c) the professional association American Dental Hygienists' Association (ADHA) at the national level, (d) the Milwaukee Area Technical College where an MOU exists that would assist in graduates of that institution to apply for the B.S. in Dental Hygiene at TSU, and (e) Community will also be informed through the live-streamed Tennessee State University Board of Trustees meeting on June 13, 2025.*

See Appendix A for All Email Communication Templates

3. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the institution and the teach-out institution(s) related to the closure (sunset). All communication must demonstrate the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s) and disclose tuition, fees, and other costs at the teach-out institution(s).

Response: *Not applicable. The institution is not providing options for students to complete their degree at another institution, as this change will not affect current students' ability to complete the degree and state licensure requirements.*

4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

Response: *The teach-out plan is attached (see Appendix B). Students currently matriculating in the program will proceed as scheduled in their program of study. The institution will take the following steps to help all affected students complete their programs with minimal disruption: (a) Course Offerings- all necessary courses will be made available until the completion deadline, and (b) Advising Services- academic advisors will assist students in planning their remaining coursework to ensure timely graduation.*

5. An explanation of whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.

Response: *There are no anticipated added charges or expenses. Students currently matriculating in the program will proceed as scheduled in their program of study.*

6. Copies of signed teach-out agreements with other institutions, if applicable.

Response: *Not applicable. We do not have teach-out agreements with other institutions.*

7. A description of how faculty and staff will be redeployed or helped to find new employment.

Response: *There are no dedicated faculty and staff for the B.S. in Dental Hygiene program; both faculty and staff teach in the AAS and B.S. programs. The department continues to*

offer the AAS in Dental Hygiene. With the sunseting of the B.S. in Dental Hygiene program, affected faculty and staff will continue their responsibilities with the AAS program.

APPENDIX A

E-MAIL COMMUNICATION TEMPLATES

Email Templates for B.S. Degree Completion in Dental Hygiene Sunset Status

1. Email to Currently Enrolled Students

Subject: Update on B.S. Degree Completion Program Status

Greetings (Student Name),

I am reaching out to inform you that the B.S. Degree Completion in Dental Hygiene is being sunsetted. However, please rest assured that your matriculation is not in jeopardy, and you will be able to complete the program in its entirety.

A teach-out plan has been developed to ensure you meet all requirements for graduation. This plan will require a meeting with the department chair to discuss, review, and sign. If you have any questions, please do not hesitate to reach out.

However, we want to clarify that the **Associate of Applied Science (AAS) in Dental Hygiene program remains active and continues to accept applications.**

If you have any questions or concerns, please do not hesitate to reach out. We appreciate your dedication and commitment to your education.

Best regards,

2. Email to Prospective Students

Subject: Update on B.S. Degree Completion Program Status

Greetings (Student Name),

Thank you for your interest in the B.S. Degree Completion in Dental Hygiene. We regret to inform you that the program is being sunsetted, and as a result, no action will be taken on submitted applications. Additionally, we will no longer be accepting new applications.

However, we want to clarify that the **Associate of Applied Science (AAS) in Dental Hygiene program remains active and continues to accept applications.**

Should you have any questions, you are welcome to schedule a meeting with the department chair. We sincerely applaud your commitment to advancing your career and knowledge in the field of dental hygiene.

We appreciate your understanding and wish you the best in your academic and professional pursuits.

Best regards,

3. Email to Institutional Units

Subject: Notification of B.S. Degree Completion Program Sunsetting and Continuation of AAS Program

Greetings,

I am writing to inform you that the B.S. Degree Completion in Dental Hygiene is being sunsetted due to low enrollment, and we will no longer accept new applicants. However, the **Associate of Applied Science (AAS) in Dental Hygiene program remains active and continues to accept applications**. This program remains a vital part of our institution's offerings, and we welcome prospective students interested in pursuing a career in dental hygiene.

Currently enrolled students in the sunsetted program will be supported through a structured teach-out plan to ensure they complete coursework requirements. We want to ensure that the various institutional offices are aligned with this transition to provide accurate guidance to students and prospective applicants.

If you have any questions, feel free to reach out. We appreciate your support in ensuring a smooth transition for our students.

Best regards,

4. Email to Community and Industry Partners to include Email to Milwaukee Area Technical College (MATC)

Subject: Update on B.S. Degree Completion Program Status and Continuation of AAS Program

Greetings,

I am writing to formally inform you that the B.S. Degree Completion in Dental Hygiene at Tennessee State University is being sunsetted due to low enrollment. While the B.S. program will no longer accept new applicants, currently enrolled students will be fully supported in completing their coursework as part of a structured teach-out plan.

However, we want to clarify that the **Associate of Applied Science (AAS) in Dental Hygiene program remains active and continues to accept applications**. This program remains a vital part of our institution's offerings, and we welcome prospective students interested in pursuing a career in dental hygiene.

We appreciate our longstanding collaboration and value the contributions you have made in supporting our students and program. As we navigate this transition, we will ensure that all commitments to our students are met in alignment with accreditation and institutional policies.

Please feel free to reach out should you have any questions. We appreciate your continued partnership and support.

Best regards,

5. Update information for DH Webpage Important Program Update (in the B.S. column)

The B.S. Degree Completion is in the process of being sunsetted and is no longer accepting new applications. However, currently enrolled students are assured that they will be able to complete the program in its entirety through a structured teach-out plan.

For any questions regarding this program, please contact the Department Chair.

6. Catalog Entry

B.S. Degree Completion- Status Update

Effective April 1, 2025, the B.S. Degree Completion is being phased

out and will no longer accept new applications. Students currently enrolled in this program will be able to complete their degree through an approved teach-out plan.

Please note that the Associate of Applied Science (AAS) in Dental Hygiene program remains active and is accepting new applications.

For more information, please contact the Department of Dental Hygiene.

Appendix 2

Educational Specialist in Instructional Leadership

Teach-Out Plan

College of Education
Program Closure (sunset)
Educational Specialist (Ed.S.) in Instructional Leadership
Department of Educational Leadership

[SACSCOC Substantive Change Policy and Procedures: Program Closure \(sunset\) \(pg. 57-58\)](#)

1. Provide the closure (sunset) date, defined by SACSCOC as the date when students are no longer

admitted.

Date students will no longer be admitted: April 1, 2025

2. Provide a communication plan to inform all affected parties of the closure (sunset) to include

- a. how each of the following will be informed for the closure (sunset):

- i. currently enrolled students

- **Initial Notification:** All current and inactive Ed.S. students will receive: Formal letter explaining the closure (sunset) and teach-out plan (see Appendix I) Invitation to information sessions (virtual and in-person)

Contact information for advisors and program coordinators

- **Ongoing Updates:** Students will receive:
Regular email updates on course offerings, Reminders of important deadlines, and Notifications of support services available

- ii. students with lapsed enrollment (i.e., not currently enrolled but recently enrolled)

- **Initial Notification:** All recently enrolled students, Ed.S. students will receive: Formal letter explaining the closure (sunset) and teach-out plan

Invitation to information sessions (virtual and in-person)
Contact information for advisors and program coordinators

- **Ongoing Updates:** Students will receive:

Regular email updates on course offerings, Reminders of important deadlines, and Notifications of support services available

iii. prospective students.

Prospective students will be notified that the Ed.S. in Instructional Leadership will no longer be offered effective April 1 and provide alternative pathway options to enroll in the existing EdD in Instructional Leadership program or the M.Ed. in Instructional Leadership.

b. how faculty and staff will be informed, viz., admissions and recruiting / marketing staff; and

- **Department Meetings:** Regular meetings to:
 - Review teach-out progress
 - Address emerging issues
 - Coordinate student support efforts
- **Written Updates:** Regular communication regarding:
 - Teaching assignments during teach-out
 - Long-term departmental plans
 - Professional development opportunities

c. how community or industry partners will be informed. If not applicable, provide an affirmative statement to that effect.

Public Communication

- **Website Updates:** The TSU website for the Department of Educational Leadership will be updated to:
 - Indicate program sunset status
 - Explain teach-out provisions for current students
 - Direct prospective students to alternative programs
- **External Stakeholders:** Notification letters will be sent to:
 - School district partners
 - Alumni networks
 - State education agencies
 - Community will also be informed through the live-

streamed Tennessee State University Board of Trustees meeting on June 13, 2025.

- **Specialized Accreditors:** Communication with:
 - Regular communication with CAEP (Council for the Accreditation of Educator Preparation) regarding program closure (sunset) and teach-out implementation
 - State licensure authorities regarding completion pathways
- 3. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the institution and the teach-out institution(s) related to the closure (sunset). All communication must demonstrate the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s) and disclose tuition, fees, and other costs at the teach-out institution(s).
 - Not applicable. The institution is not providing options for students to complete their degree at another institution, as this change will not affect current students' ability to complete the degree and state licensure requirements.
- 4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

How Students Will Complete Their Programs

The institution will take the following steps to help all affected students complete their programs with minimal disruption:

- **Course Offerings:** All necessary courses will be made available until the completion deadline.
- **Advising Services:** Academic advisors will assist students in planning their remaining coursework to ensure timely graduation.
- **Personalized Support:** Each student will receive individualized attention from faculty to ensure their specific program requirements are met.
- **Flexible Scheduling:** Courses will be offered in flexible formats (evening, weekend, hybrid, or online) to accommodate working professionals.
- **Dedicated Faculty Support:** Faculty will maintain regular office hours dedicated to supporting students in the teach-out process.
- **Priority Registration:** Teach-out students will receive priority registration for required

courses.

A. Current Students

- **Individual Degree Completion Plans:** Each of the three currently enrolled students will receive a personalized degree completion plan (See Appendix II) outlining:
 - Remaining course requirements
 - Timeline for course offerings
 - Expected graduation date (no later than June 2027)
 - Regular academic advising schedule
- **Course Scheduling:** All required courses (or substitutions) will be scheduled on a predictable rotation to ensure students can complete program requirements, including:
 - Core courses are offered at least once per academic year
 - Elective options that meet program requirements
 - Independent study options, if needed for specialized requirements
- **Transition Support:** Students will receive guidance on:
 - Registration assistance for remaining courses
 - Financial aid implications
 - Comprehensive exam preparation
 - Capstone/project completion support

B. Inactive Students

- **Notification Process:** All inactive Ed.S. students from the past three years will be contacted to inform them of the following:
 - Program sunset timeline
 - Options for program completion if eligible
 - Alternative program options (including EdD pathway)
 - Deadline for re-enrollment to complete the Ed.S. degree
- **Re-enrollment Support:** Inactive students wishing to complete the Ed.S. will be offered:
 - Streamlined readmission process
 - Degree audit to determine remaining requirements

5. An explanation of whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be

notified.

- Students subject to the teach-out plans will not incur additional charges or other expenses.
6. Copies of signed teach-out agreements with other institutions, if applicable.
- Not Applicable. We do not have teach-out agreements with other institutions.
7. A description of how the faculty and staff will be redeployed or helped to find new employment.
- Faculty currently teaching in the Ed.S. program will:
 - a. Continue to be assigned to teach remaining Ed.S. courses through the teach-out period
 - b. Gradually transition to increased teaching in the EdD in Instructional Leadership program or other programs across the College of Education.
 - c. Maintain advising responsibilities for current Ed.S. students.

APPENDIX A

STUDENT E-MAIL TEMPLATE

Tennessee State University - College of Education Department of Educational Leadership (Student Email)

RE: Important Program Update - Teach-Out Plan for [Program Name]

Dear [Student Name],

After careful consideration, Tennessee State University has decided to sunset the Ed.S. in Instructional Leadership Program effective April 1, 2025. As a currently enrolled student, you will have the opportunity to complete your degree with full support.

Teach-Out Plan Highlights

- **Timeframe:** All required courses will be offered throughout your program completion.
- **Support:** You will receive a personalized degree completion plan and dedicated advising
- **Course Availability:** Required courses will be scheduled with priority registration for affected students

Next Steps

1. **Individual Advising:** Please contact your advisor for an individualized advising session
2. **Information Session:** A general session will be held on April 22, 2025, at 12:00 p.m. CST. The Zoom link will be sent to your TSU email address.
3. **Course Schedule:** You will have until June 2027 to complete your remaining courses.

We are committed to supporting you through the successful completion of your degree. Please reach out with any questions or concerns.

Sincerely,

[Department Chair's Name] Chair, Department of Educational Leadership

Important Dates:

- April 1, 2025: Official implementation of teach-out plan
- May 2025: Individual advising sessions
- June 13, 2025: Board of Trustees meeting (public announcement)
- August 2025: Publication of complete course schedule through June 2027

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES

ACTION ITEM

DATE: June 12, 2025

ITEM: Approval of Academic Program Modifications

RECOMMENDED ACTION: Approval

PRESENTED BY: Interim Provost, Robbie Melton
Executive Director, Charlise Anderson
College Deans: Miah, Morgan-Curtis, Finch, Li, Stanley
McMurray, Barredo, Reddy

Background Information

The Office of Academic Affairs seeks approval of Academic Program Modifications with respect to the following colleges:

- a. College of Business
- b. College of Education
- c. College of Engineering
- d. College of Health Sciences
- e. College of Liberal Arts
- f. College of Life and Physical Sciences

More specifically, the **College of Business** proposes:

- Reorganization of academic units from four departments (Department of Accounting, Department of Business Administration, Department of Business Information Systems and Department of Economics and Finance) to three departments (Department of Accounting, Economics and Finance, Department of Business Administration, and Department of Business Information Systems and Management).
- Inactivation of the eBusiness Technology concentration.
- Merger of the general business and management concentrations into one stand-alone degree program— B.B.A. Business Management.

The **College of Education** proposes:

- Reorganization of academic units from three departments (Department of Educational Leadership, Department of Psychological Sciences and Counseling, and Department of Teaching and Learning) to two departments (Department of Psychological Sciences and Counseling and Department of Education Practice and Leadership).
- Realignment of the Master of Education (M.Ed.) Elementary Education program as a concentration under the existing M.Ed. Curriculum and Instruction degree program.
- Realignment of the Master of Science (M.S.) Professional School Counseling program as a concentration under the existing M.S. Psychology degree program.

The **College of Engineering** proposes:

- A change in program degree designation from the Master of Engineering (M.E.) to the Master of Science (M.S.).

The **College of Health Sciences** proposes:

- Reorganization of the Department of Respiratory Care and Health Information to separate and merge with existing units under the College of Health Sciences.
 - Cardio-Respiratory Care Sciences will merge with the School of Nursing.
 - Health Information will merge with the Department of Public Health, Health Administration and Health Sciences.

The **College of Liberal Arts** proposes:

- Elevating the Multidisciplinary Studies concentration to a free-standing degree program as the Bachelor of Science (B.S.) in Multidisciplinary Studies and within the APM terminate the remaining three concentrations (Humanities, Natural Sciences, and Social Sciences).

The **College of Life and Physical Sciences** proposes:

- Inactivation of the Master of Science Chemistry degree program.

A detailed report is included below.

Committee Action

The Office of Academic Affairs is requesting approval for the reorganization of academic units and modifications to academic programs. The Committee Chair will call for a motion on the requested action.

MOTION: To approve the reorganization of academic units and academic program modifications, as contained in the Board materials for the Board's June 13, 2025, meeting.

ACADEMIC PROGRAMS AND MODIFICATIONS

I. College of Business – Approval of Reorganization of Academic Units and Change Program Degree Designation

The University, with the support of the College of Business, requests approval for the proposed modification to the academic departments within the College of Business and to proceed with submission to the Tennessee Higher Education Commission (THEC) for approval.

A. Approval of Reorganization of Academic Units

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes a reorganization of academic units that award credit, academic departments may seek said reorganization by initiating an internal review process. The department initiates the review process by developing and proposing the new structure for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Background

The College of Business is requesting specified modifications to its departments to house its academic programs in three distinct departments:

1. The Department of Accounting, Economics and Finance
2. The Department of Business Administration
3. The Department of Information Systems and Management

As a leading institution committed to providing top-notch education and preparing students for successful careers, it is crucial that the College of Business remains agile and responsive to evolving industry demands. This proposal outlines a reorganization of the existing departments within the College of Business to better align our academic offerings with current market trends and enhance student learning opportunities.

Under the current structure, more than 70% of students belong to only one department, which is Business Administration, and the rest (less than 30%) of the students belong to combinedly in three departments altogether. While this structure has served us well, it is becoming increasingly clear that a more integrated approach is needed to maximize the resources and address the complexities of today's business environment.

The proposed reorganization of the College of Business into three focused departments will not only align our academic offerings in a better way but also maximize the resources to better prepare our students for successful careers in a rapidly changing business environment.

This reorganization will eliminate a department chair position and an administrative assistant position, which will reduce the operational costs as well.

Current Structure

Currently, the College of Business offers a Bachelor of Business Administration (BBA) with various majors and concentrations under four departments. The college also offers two graduate programs: Master of Business Administration (MBA) and Master of Science in Business Data Analytics (MSBDA).

1. Department of Accounting. Degree: BBA. Major: Accounting. Concentration: Accounting.
2. Department of Business Administration. Degree: BBA. Major: Business Administration. Degree: MBA: three formats – Traditional, Online, and Executive.
3. Department of Business Information Systems. Degree: BBA. Major: Business Information Systems. Graduate Program. Degree: MS. Major: Business Data Analytics.
4. Department of Economics and Finance. Degree: BBA. Major: Economics and Finance

Proposed New Structure

1. Department of Accounting, Economics, and Finance. Degree: BBA. Major: Accounting. Major: Economics and Finance
2. Department of Business Administration. Degree: BBA. Major: Business Administration. Degree: MBA - three formats: Traditional, Online, and Executive MBA
3. Department of Information Systems and Management. Degree: BBA. Major: Business Information Systems. Degree: MS. Major: Business Data Analytics

Cost Savings

The proposed recommendations would yield the following cost savings to the college and the institution:

- One less Chair – A savings of at least \$150,000 (not including benefits)
- One less Admin Support Staff – A savings of at least \$40,000 (not including benefits)

The total projected savings from the proposed recommendation is at least \$190,000 (not including benefits).

ACADEMIC PROGRAM MODIFICATION:

Reorganization of the structure of the College of Business from four (4) departments to three (3) departments—Department of Accounting, Economics and Finance, Department of Business Administration, and Department of Information Systems and Management.

B. Approval to Elevate Concentrations to Stand-Alone Program

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes establishing a free-standing academic degree program from an existing concentration that has demonstrated steady enrollment and graduation numbers for a period of the last three years, academic departments may seek said academic modification 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 Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve establishing a free-standing academic degree program from an existing concentration. Upon approval by the Board, THEC must provide final approval.

Background

Tennessee State University (TSU) currently offers a Bachelor of Business Administration (BBA) degree with a major in Business Administration within the College of Business. The program encompasses six concentrations: General Business, Hospitality and Tourism Management, Human Resource Management, Management, Marketing, and Supply Chain Management. The College is proposing to elevate two concentrations – General Business and Management to a stand-alone program, the BBA in Business Management. In recent years, the General Business Management concentrations have shown consistent enrollment and graduation rates, indicating strong interest from students and robust demand for graduates in these fields. As the landscape of business education evolves, employers increasingly seek specialized skills and knowledge. By transitioning these concentrations into a stand-alone Bachelor of Business Administration in Business Management (BBA in Business Management), TSU aims to better align its offerings with market demands and enhance the educational experience for its students. The proposed changes are designed to ensure that the existing BBA program remains robust and unaffected. This strategic move will not dilute the quality of the other concentrations but will instead enrich the overall academic offerings and effective management of the programs within the College of Business.

The College is proposing the following modification based on the information provided above:

Degree: Bachelor of Business Administration in Business Management

Major: Business Management

Concentrations: General Business and Management

College: College of Business

Department: Department of Information Systems and Management (formerly Department of Business Information Systems – See Item A above)

Proposed Implementation: Fall 2025

Curriculum Comparison

There will be no change in the curriculum as we propose the same concentrations under a different program name. All programs in the College of Business require the same general education (42 credit hours) and core business (48 credit hours) courses. Only 30 credit hours are specific for each concentration. As we propose the same concentrations, there will be no change in the curriculum.

New Courses

No new courses are needed.

ACADEMIC PROGRAM MODIFICATION:

Transition of two existing concentrations into the stand-alone degree program Bachelor of Business Administration-Business Management.

C. Approval to Inactivate Concentration

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes inactivation of an existing concentration, academic departments may seek said academic modification 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, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Background

The College of Business herewith seeks approval for the Department of Information Systems and Management (formerly Business Information Systems see Item A above) to proceed with inactivation of an existing concentration. The eBusiness Technology concentration is being considered to inactivate to better align the other two concentrations in the Business Information Systems program with available faculty and resources; namely the Business Data Analytics and Information Systems.

Faculty Expertise: Current faculty may possess stronger expertise in Business Data Analytics and Information Systems. Consolidating concentrations allows for better allocation of faculty resources, ensuring that students receive high-quality instruction and mentorship.

Curriculum Development: With fewer concentrations, faculty can focus on enhancing the curriculum for the remaining concentrations fostering innovation and relevance in course offerings.

Industry Relevance: There is a growing demand for professionals skilled in data analytics and

information systems, which directly aligns with industry trends. Inactivating eBusiness Technology may allow the program to concentrate on areas with higher employment potential for graduates.

Cost Efficiency: Maintaining fewer concentrations can reduce administrative and operational costs, allowing resources to be redirected toward enhancing programs and student services.

ACADEMIC PROGRAM MODIFICATION:

Inactivation of the eBusiness Technology concentration for the Bachelor of Business Administration degree.

II. College of Education - Approval of Reorganization of Academic Units and Change Program Degree Designation

The University, with the support of the College of Education requests approval for the proposed modification to the academic departments in the College of Education and proceeding with submission to the Tennessee Higher Education Commission (THEC) for approval.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes a reorganization of academic units that award credit, academic departments may seek said reorganization by initiating an internal review process. The department initiates the review process by developing and proposing the new structure for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Background

The College of Education proposes the consolidation of our three existing academic departments—Psychological Sciences and Counseling, Teaching and Learning, and Educational Leadership—into two streamlined units: the Department of Psychological Sciences and Counseling, and the Department of *Education Practice and Leadership*.

This restructuring is driven by several key factors aligned with THEC Policy A1.3, which emphasizes the need for feasibility, alignment with institutional mission, and overall costs associated with new academic units.

1. **Feasibility and Growth:** The demand for interdisciplinary approaches in education and counseling has increased significantly. By consolidating these departments, we can foster collaboration across disciplines, enhancing the educational experience for our students. This aligns with our mission to produce well-rounded graduates equipped to meet diverse

educational needs.

2. **Alignment with the Tennessee State Master Plan:** This restructuring directly supports our strategic goal of optimizing resources while expanding our program offerings. The new structure will allow us to develop innovative programs that respond to emerging trends in education and counseling.
3. **Cost Efficiency:** Specifically with the Department of *Education Practice and Leadership*, the proposed consolidation from three departments to two will eliminate one department chair position, saving approximately \$102,000 annually. Additionally, the proposed consolidation will streamline administrative functions and minimize redundancy in faculty roles. Many of the faculty have similar credentialing, particularly in instructional leadership, to support the high volume of K-12 instructional leader candidates. This reduces the cost of transient/adjunct faculty to cover course loads. This will result in a more effective allocation of our resources, allowing us to invest in innovative partnerships and program development.
4. **Improved Visibility and Impact:** By creating a single department focused on *Education Practice and Leadership*, we will enhance our visibility in these fields, enabling us to attract more students and funding opportunities. This will also facilitate the development of new degree programs that align with market demands, especially with our certification programs that predominantly support the K-12 school districts at undergraduate and graduate/master's level.
5. **Support for Future Growth:** The new Department of *Education Practice and Leadership* will provide flexibility to adapt to future educational needs, allowing us to remain responsive and relevant in a rapidly changing academic landscape. A unified department may attract larger grants due to a broader scope of programs.

We are confident this restructuring proposal will not only improve our operational effectiveness but also significantly enhance our capacity to attract new students and funding, ultimately benefiting our stakeholders and community.

ACADEMIC PROGRAM MODIFICATION:

Reorganization of the structure of the College of Education from three (3) departments to two (2) departments—Department of Psychological Sciences and Counseling and Department of Education Practice and Leadership.

M.Ed. in Elementary Education: Degree Realignment to Program Concentration under Master in Curriculum and Instruction (see appendix).

M.S. in Professional School Counseling: Degree realignment to Program Concentration under the Master in Psychology (see appendix).

III. College of Engineering - Approval to Change Program Degree Designation

The University, with the support of the College of Engineering requests approval to proceed with changing the academic program degree designation from the Master of Engineering (ME) to the Master of Science (MS) degree in Engineering.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised programs, academic departments may seek to change the academic program degree designation 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 Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Background

The College of Engineering herewith seeks approval to change an academic program degree designation. The Department of Mechanical and Manufacturing Engineering has offered a graduate program leading to a Master of Engineering (ME) in Engineering for many years with concentrations in Biomedical Engineering, Civil Engineering, Electrical Engineering, Environmental Engineering, Manufacturing Engineering, and Mechanical Engineering.

As a part of the program, students and advisors work on research projects that produce scientific publications and thesis-quality 'reports.' However, because of the name and structure of the program, the 'reports' are not given the same recognition as the theses. The benefits to this degree designation change include, but are not limited to: the perceptions of the students and faculty about the master's program will be immediately improved; students and faculty will receive credit for their high-quality research and scholarly work, and TSU will be better recognized by researchers and scholars worldwide; the program will be rebranded to something students worldwide are mostly familiar with, which will significantly boost recruitment; it will align with the TSU goal to move from an R2 institute to an R1 institute; and this MS program will prepare students for the ENCS PhD program offered by the College of Engineering.

We are requesting that the degree designation of Master of Engineering (ME) be changed to the more appropriate Master of Science (MS) degree designation.

ACADEMIC PROGRAM MODIFICATION:

Change the Master of Engineering (M.E.) degree designation to Master of Science (M.S.). (see attachment)

IV. College of Health Sciences - Approval of Reorganization of Academic Units

The University, with the support of the College of Health Sciences, requests approval for the proposed modification to the academic departments in the College of Health Sciences and

proceeding with submission to the Tennessee Higher Education Commission (THEC) for approval.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes a reorganization of academic units that award credit, academic departments may seek said reorganization by initiating an internal review process. The department initiates the review process by developing and proposing the new/structure for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Background

After a thorough assessment of the organizational structure of the academic units in the College of Health Sciences, the College of Health Sciences has determined that a realignment of the Department of Respiratory Care and Health Information is in order.

Prior to the term of Interim President Portia Shields, the Cardiorespiratory Care Sciences (CRCS) program and the Health Information Management (HIMA) program were separate, stand-alone departments. At that time, CRCS had 3 full-time faculty members (one is the program director) and HIMA had two full-time faculty members (one is a program director). Each program had students numbering between 15 to 20 per cohort. In an effort to realign programs, the CRCS and HIMA programs were combined into one unit currently named the Department of Respiratory Care and Health Information.

Analysis

While the CRCS and HIMA programs may be under the same department in the College of Health Sciences, both are substantively different in content and scope. CRCS is patient-facing, with a focus on the "care" side of healthcare; HIMA is document-facing, with a focus on the "business" side of healthcare. This substantive difference has resulted in an absence of synergy between two programs, its faculty, and its students.

The College of Health Sciences proposes the following academic unit reorganization:

1. Move the CRCS program under the School of Nursing
 - a. This move will allow the CRCS program (a patient-facing program) to benefit from a synergy between it and the undergraduate Nursing program (another patient-facing program).
 - b. With the inclusion of the CRCS program, the new name of the School of Nursing will be the School of Nursing and Respiratory Care.
2. Move the HIMA program under the Department of Public Health, Health Administration, and Health Sciences.

- a. This move will allow the HIMA program (a business-facing program) to benefit from a synergy between it and the Healthcare Administration and Planning program (another business-facing program).
- b. With the inclusion of the HIMA program, the new name of the department will be the Department of Public Health, Health Administration & Information, and Health Sciences.

Cost Savings

The proposed recommendations would yield the following cost savings to the college and the institution:

- One less Chair – A savings of at least \$90,000 (not including benefits)
- One less Admin Support Staff – A savings of at least \$36,000 (not including benefits)

The total projected savings from the proposed recommendation is at least \$126,000 (not including benefits).

ACADEMIC PROGRAM MODIFICATION:

Realign the structure of the College of Health Sciences by separating the Department of Cardio-Respiratory Care and Health Information to merge within existing departments in the College of Health Sciences—School of Nursing and Department of Public Health, Health Administration, Information and Health Sciences

V. College of Liberal Arts - Approval to Elevate Concentration to Stand-Alone Program

The University, with the support of the College of Liberal Arts requests approval for the proposed academic program modification to elevate the Multidisciplinary Studies concentration within the BS Arts and Sciences to a stand-alone program in the College of Liberal Arts and proceeding with submission to the Tennessee Higher Education Commission (THEC) for approval.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes establishing a free-standing academic degree program from an existing concentration that has demonstrated steady enrollment and graduation

numbers for a period of the last three years, academic departments may seek said academic modification 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 Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve establishing a free-standing academic degree program from an existing concentration. Upon approval by the Board, THEC must provide final approval.

Background

The BS in Arts & Sciences degree is currently named after a college in 1985-1987 which no longer exists. In 1922, the College of Education was implemented as an outgrowth of a series of attempts by the University to further the professional preparation of individuals for education and related services. However, many of the pathways to teacher preparation were not housed in the College of Education rather they were concentrations under the Bachelor of Sciences in Arts and Science; namely Child Development and Learning K-8, Humanities, Language Arts/Social Studies (K-8), Social Sciences (K-8), Multidisciplinary Studies, Natural Sciences, and Social Sciences. In 2024, the BS in Elementary Education in the College of Education was implemented eliminating three of these concentrations (Child Development and Learning K-8, Language Arts K-8, and Science/Mathematics K-8).

In continuation of the University's efforts to harmonize these academic programs properly, the College of Liberal Arts proposes the academic program modification (APM) to elevate the Multidisciplinary Studies concentration to a free-standing degree program as the BS in Multidisciplinary Studies and within the APM terminate the remaining three concentrations (Humanities, Natural Sciences, and Social Sciences).

The BS in Multidisciplinary Studies will allow students to construct a program of study with selections from disciplines across the University that can be used to fulfill the major requirements and includes a capstone experience. This degree will better serve the University's students because it recognizes the dynamic nature of the current moment and the need to promote multi-faceted approaches to traditional disciplines and their intersectionality. The modified program will meet the needs of the rising number of mixed-concentration students coming out of other programs not currently covered. Multidisciplinary Studies situates the University to better serve transfer students, returning students, and students from majors not represented in the current curriculum, and it will enable Tennessee State University to better recruit older students who need a completion degree.

ACADEMIC PROGRAM MODIFICATION:

Elevate the Multidisciplinary Studies concentration to a free-standing degree program as the B.S. in Multidisciplinary Studies and within the APM terminate the remaining three concentrations (Humanities, Natural Sciences, and Social Sciences)

VI. College of Life and Physical Science – Inactivation of Academic Program

The University, with the support of the College of Life and Physical Science, requests approval to proceed with discontinuing/inactivating its Master of Science degree in Chemistry.

Pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised programs, academic departments may seek the discontinuance/inactivation of an academic 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 Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Background

The University, with the support of the College of Life and Physical Science requests approval to proceed with inactivating the Master of Science in Chemistry degree.

While the MS in Chemistry graduate program has existed for many years there has been a decline in graduate enrollment. In its current form, this program has consistently not been able to sustain the requisite minimum number. The Department has a new Interim Department Chair, Dr. Sujata Guha, who is currently working on a recruitment plan and new funding sources. Chemical research is a strong component of the Chemistry MS program. It provides students with the knowledge for chemical technology development and generating unexpected discoveries that form the basis for innovation. These innovations directly influence the chemical economy, environment, and discoveries in other scientific disciplines. The MS program fills a high societal need and provides access and opportunity for underrepresented groups. It aids in fostering fundamental chemical research and helps Tennessee State University and its students maintain competitiveness in the country and the chemical economy.

The inactivation allows the Department the opportunity to plan for a collaboration with the College of Agriculture to develop an interdisciplinary PhD program in Chemistry and Environmental Sciences & Management, which, when established, will be an asset to Tennessee State University and serve to increase enrollment. Talks are underway and the department chairs of Chemistry and Environmental Sciences are waiting for Academic Affairs to contact an outside agency to conduct a market and feasibility study.

The decision to inactivate this program comes with a Teach Out Plan to ensure a process to provide currently enrolled students with reasonable completion options that minimize disruption (see Appendix)

ACADEMIC PROGRAM MODIFICATION:

MS in Chemistry inactivation of degree program. (see attachment)

APPENDICES
TEACH-OUT PLANS

Appendix 3
Master of Education in Elementary Education
Teach-Out Plan

College of Education
Academic Program Modification
Master of Education (M.Ed.) Elementary of Education
Department of Teaching and Learning

SACSCOC Substantive Change Policy and Procedures: Program Closure
(pg. 57-58)

1. Provide the closure date, defined by SACSCOC as the date when students are no longer
admitted.

Date students will no longer be admitted: April 1, 2025

2. Provide a communication plan to inform all affected parties of the closure to include
 - a. how each of the following will be informed for the closure:
 - i. currently enrolled students
Currently enrolled students will be notified via a signed letter from the Interim Chair of the Department of Learning and the Assistant Dean of Teacher Education that explains the timeline for closure as well as if and how the closure will affect their degree plan, degree designation, and/or K-5 licensure requirements and ensuring the student that the department has a plan to provide students reasonable completion options (see Appendix A for template letter)
 - ii. students with lapsed enrollment (i.e., not currently enrolled but recently enrolled) Students with lapsed enrollment will be notified via a signed letter from the Interim Chair of the Department of Learning and the Assistant Dean of Teacher Education that explains the timeline for closure as well as if and how the closure will affect their degree plan, degree designation, and/or K-5 licensure requirement and ensuring the student that the department

has a plan to provide students reasonable completion options (see attached template letter)

iii. prospective students.

Prospective students will be notified that the M.Ed. in Elementary Education will no longer be offered effective April 1 and provide the option to enroll in the existing M.Ed. Curriculum and Instruction program with the proposed concentration in Elementary Education. This pathway will lead the student to K-5 state licensure. Job-embedded candidates seeking only certification will also be provided the option to enroll in the existing M.Ed. Curriculum and Instruction as non-degree candidates.

b. how faculty and staff will be informed, viz., admissions and recruiting / marketing staff; and Faculty and staff in the Department of Teaching and Learning, in the College of Education, and in the Graduate School (the office which serves as graduate school admissions and recruitment) will be notified via email of the closure and closure date. In addition, the communication will include the informational and marketing materials that reflect the availability of the existing M.Ed. Curriculum and Instruction Elementary Education Concentration.

c. how community or industry partners will be informed. If not applicable, provide an affirmative statement to that effect.
Community partners will be notified via email of the closure and provided with the informational and marketing materials that reflect the existing M.Ed. Curriculum and Instruction with the proposed Elementary Education Concentration. Job Embedded candidates seeking certification only will be able to enroll as non-degree candidates.

- The community will also be informed through the live-streamed Tennessee State Board of Trustees meeting scheduled for June 13, 2025.
- In addition, the community will be informed through the Tennessee Department of Education via signed letter from the Assistant Dean of Teacher Education.
- The Tennessee Department of Education and the Council for Accreditation for Education for Educator Preparation will be notified via signed letter from the Assistant Dean of Teacher Education.

3. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the

institution and from the teach-out institution(s) related to the closure. All communication must demonstrate the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s) and disclose tuition, fees, and other costs at the teach-out institution(s).

- Not applicable. The institution is not providing options for students to complete their degree at another institution as this change will not affect current students' ability to complete the degree and state licensure requirements

4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

- The institution will take the following steps to help all affected students complete their programs with minimal disruption:
 - Course Offerings: All necessary courses will be made available until the completion deadline.
 - Advising Services: Academic advisors will assist students in planning their remaining coursework to ensure timely graduation.
- There are four (4) students currently enrolled in the M.Ed. in Elementary Education each of whom will be helped to complete their program of study with minimal disruption and no additional costs.
 - Student 1 will graduate in May 2025.
 - Students 2 and 3 will complete all coursework for the concentration by Fall 2025 and clinical experiences in Spring 2026, graduating in May 2026.
 - Student 4 enrolled in the M.Ed. Elementary Education in Spring 2025 and is enrolled in one course. She will complete the program requirements by Spring 2027.
- See Table 1 for more detailed information on each of these students.
- Individual Teach-out Plans (Appendix B): All affected students have a prepared individual teach-out plan that will be distributed, discussed, and signed, along with the notification letter.

5. An explanation of whether the students subject to the teach-out plan will

incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.

- Students subject to the teach-out plans will not incur additional charges or other expenses.
6. Copies of signed teach-out agreements with other institutions, if applicable.
- Not Applicable. We do not have teach-out agreements with other institutions.
7. A description of how the faculty and staff will be redeployed or helped to find new employment.
- The current faculty will not be redeployed. Our current M.Ed. Elementary Education program coordinator is voluntarily resigning effective May 2025. Faculty members who currently teach in the M.Ed. Elementary Education program teach across the department in other programs so there is no need to redeploy faculty.

Table 1

Student 1	Student 1 is on track to graduate in May 2025 and will not be affected by this change. She has completed 36/36 hrs.	Student 1 has completed all coursework and is in the process of completing Clinical Student Teaching requirements this semester (Spring 2025).	Student 1 will not receive notification of the program change.
Student 2	Student 2 is on track to graduate in Fall 2025 and will not be affected by this change. She has completed 24/36 hours	Student 2 will complete all of the required coursework in Fall of 2025 and clinical student teaching requirements in Spring 2026.	Student 2 received notification that the program will be closed on April 1, 2025. She was informed that she will be able to continue with minimal disruption. Student 2 was advised and provided with a program of study
	and is enrolled in 6 hours Spring 2025.		outlining the courses and timeline for degree completion.

Student 3	Student 3 is on track to graduate in May 2026. He has completed 21/36 credit hours and is enrolled in 6 credit hours Spring 2025.	Student 3 will complete all coursework and job-embedded clinical requirements in Spring 2026.	Student 3 received notification that the program will be closed on April 1, 2025, He was informed that he will be able to continue with minimal disruption. He was advised and provided with a program of study outlining the courses and timeline for degree completion.
Student 4	Student 4 enrolled in the M.Ed. Elementary Education in Spring 2025 and is enrolled in one course.	Student 4 will complete the program requirement by Spring 2027.	Student 4 received notification that the M.Ed. Elementary Education program will be closed by April 1, 2025. She was informed that she will be able to continue with minimal disruption. She was advised and provided with a program of study outlining the courses and timeline for degree completion.

**TEMPLATE OF LETTER TO
STUDENTS CURRENTLY ENROLLED IN THE M.Ed.
ELEMENTARY EDUCATION PROGRAM**

March 29, 2025

Dear Student,

I am writing to inform you that the M.Ed. Elementary Education (K-5 licensure) program will be closed effective April 1st, 2025. Although I am required to notify you of the closure of this program, you will not be affected.

You will be able to complete all of the program requirements for the M.Ed. Elementary Education and K-5 licensure with no interruption. In addition, you will not incur any additional or unexpected costs.

I have attached your Program of Study outlining a plan for completing the degree requirements for the M.Ed. in Elementary Education. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

Beth Christian, Ed.D.

CC: Dr. Nicole Arrighi, Assistant Dean of Teacher Education

Appendix 4

Master of Science in Professional School Counseling

Teach-Out Plan

College of Education
Academic Program Modification
Master of Science (MS) in Professional School Counseling
Department of Psychological Sciences and Counseling

SACSCOC Substantive Change Policy and Procedures: Program Closure (pg. 57-58)

1. Closure date: April 1, 2025

2. Communication plan

a. Students

i. Current students

Currently enrolled students will be notified via a signed letter from the Interim Chair of the Department of Psychological Sciences and Counseling that explains the timeline for closure as well as if and how the closure will affect their degree plan, degree designation and ensuring the student that the department has a plan to provide students reasonable completion options (see Appendix A for template letter)

ii. Students with lapsed enrollment

Students with lapsed enrollment will be notified via a signed letter from the Interim Chair of the Department of Psychological Sciences and Counseling that explains the timeline for closure as well as if and how the closure will affect their degree plan, degree designation, ensuring the student that the department has a plan to provide students reasonable completion options (see Appendix A for template letter)

iii. Prospective students

Prospective students will be notified that the M.S. in Professional School Counseling will no longer be offered effective April 1 and provide the option to enroll in the existing M.S. Counseling program with the proposed concentration in Professional School Counseling. This pathway will lead the student to state licensure. Job-embedded candidates seeking only certification will also be provided the option to enroll in the existing M.S. Counseling program as non-degree candidates.

b. Faculty and staff

Faculty and staff in the Department of Psychological Sciences and Counseling, in the College of Education, and in the Graduate School (the office which serves as graduate school admissions and recruitment) will be notified via email of the closure and closure date. In addition, the communication will include the informational and marketing materials that reflect the availability of the existing M.S. Counseling, Clinical Mental Health Concentration.

c. Community or industry partners

- Community partners will be notified via email of the closure and provided with the informational and marketing materials that reflect the existing M.S. Counseling with the proposed Professional School Counseling Concentration.
- The community will also be informed through the live-streamed Tennessee State Board of Trustees meeting scheduled for June 13, 2025.
- In addition, the community will be informed through the Tennessee Department of Education via signed letter from the Assistant Dean of Teacher Education.
- The Tennessee Department of Education and the Council for Accreditation for Education for Educator Preparation will be notified via signed letter from the Assistant Dean of Teacher Education.
- Additionally, we will be sending an email to the following school districts and stakeholders who have hosted students or collaborated with faculty to inform the of the change from stand-alone program to concentration.
 - Washington Yu Ying Public Charter School – Washington, DC
 - IDEA Public Charter
 - Dickson County School District
 - Tapestry Public Charter School – Atlanta, GA
 - International Community School – Decatur, GA
 - Duval Charter High School – St. Augustine, FL
 - Cheatham County School District
 - Nashville Latina Bosses

3. Options for students to complete at another institution

Not applicable. The institution is not providing options for students to complete their degree at another institution as this change will not affect current students' ability to complete the degree and state licensure requirements.

4. Explanation of how affected students will be helped to complete their program of study with minimal disruption or additional costs

There are thirteen (13) students currently enrolled in the M.S. in Professional School Counseling each of whom will be helped to complete their program of study with minimal disruption and no additional costs.

- Students 1, 5, 6, 9, 12, and 13 will graduate in May 2025
- Student 7 will graduate in December 2025
- Students 2, 4, 10, and 11 will graduate in May 2026
- Student 3 will graduate in May 2027
- Student 8 will graduate in May 2028

Programs of study for all currently enrolled MS Professional School Counseling students are included at the end of this plan (see Appendix B).

5. Additional charges or expenses to students

Students subject to the teach-out plans will not incur additional charges or other expenses because of the teach-out.

6. Copies of signed teach-out agreements with other institutions

Not applicable as we do not have signed teach-out agreements with other institutions.

7. Description of how faculty and staff will be redeployed

The current faculty will not be redeployed. Faculty members who currently teach in the M.S. Professional School Counseling program teach across the department in other programs so there is no need to redeploy faculty.

APPENDIX A

TEMPLATE OF LETTER TO STUDENTS

CURRENTLY ENROLLED IN

THE M.S. PROFESSIONAL SCHOOL COUNSELING PROGRAM

March 29, 2025

Dear Student,

I am writing to inform you that the M.S. Professional School Counseling program will be closed effective April 1st, 2025. Although I am required to notify you of the closure of this program, you will not be affected.

You will be able to complete all of the program requirements for the M.S. Professional School Counseling with no interruption. In addition, you will not incur any additional or unexpected costs.

I have attached your Program of Study outlining a plan for completing the degree requirements for the M.S. Professional School Counseling. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

Joshua Shive

Interim Chair and Professor

Department of Psychological Sciences and Counseling Tennessee
State

Appendix 5

Inactivation of the Master of Science Chemistry

Teach-Out Plan



3500 John A. Merritt Boulevard
Nashville, TN 37209-1561

Office of Institutional Effectiveness, Research,
Planning, Assessment and Accreditation

615-963-6471

Department of Chemistry
Academic Program Modification
Master of Science (M.S.) Chemistry
Teach-Out Plan

1. Provide the closure date, defined by SACSCOC as the date when students are no longer *admitted*.

Date students will no longer be admitted: April 1, 2025

2. Provide a communication plan to inform all affected parties of the closure to include

- a. how each of the following will be informed for the closure:

- i. Currently enrolled students

Currently enrolled students will be notified via a signed letter from the Interim Chair of the Department of Chemistry that explains the timeline for closure as well as if and how the closure will affect their degree plan, degree designation, and ensuring the student that the department has a plan to provide students reasonable completion options (see Appendix A for template letter)

- ii. Prospective students

Prospective students will be notified that the M.S. in Chemistry will be deemed inactive on August 1, 2025.

- b. how faculty and staff will be informed, viz., admissions and recruiting / marketing staff; and

Faculty and staff in the Department of Chemistry, in the College of Life and Physical Sciences, and in the Graduate School will be notified via email of the closure/inactivity and closure date.

- c. how community or industry partners will be informed. If not applicable, provide an affirmative statement to that effect.

The American Chemical Society will be notified via signed letter from the Dean of the

College of Life and Physical Sciences.

3. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the institution and from the teach-out institution(s) related to the closure. All communication must demonstrate the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s) and disclose tuition, fees, and other costs at the teach-out institution(s).
 - Not applicable. The institution is not providing options for students to complete their degree at another institution as this change will not affect current students' ability to complete the degree.
4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.
 - The institution will take the following steps to help all affected students complete their programs with minimal disruption:
 - Course Offerings: All necessary courses will be made available until the last student graduates.
 - Advising Services: Academic advisors will assist students in planning their remaining coursework to ensure timely graduation.
 - There are four (4) students currently enrolled in the M.S. in Chemistry, each of whom will be helped to complete their program of study with minimal disruption and no additional costs. Additionally, there are two (2) other students who have almost completed the program requirements but work outside the town and state and have taken temporary leave from TSU. Those two students would like to return to complete their degree requirements.
 - Student 1 will graduate in May 2025
 - Students 2 will graduate in August 2025
 - Students 3 will graduate in August 2025
 - Student 4 will graduate in May 2026
 - Student 5 will graduate in December 2025
 - Student 6 will graduate in May 2026
 - See Table 1 for more detailed information on each of these students.
 - Individual Teach-out Plans (Appendix B): All affected students have a prepared individual teach-out plan that will be distributed, discussed, and signed, along with the notification letter.
5. An explanation of whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.
 - Students subject to the teach-out plans will not incur additional charges or other expenses.
6. Copies of signed teach-out agreements with other institutions, if applicable.
 - Not Applicable. We do not have teach-out agreements with other institutions.
7. A description of how the faculty and staff will be redeployed or helped to find new employment.
 - The current faculty will not be redeployed. Faculty members who currently teach in the M.S. Chemistry program teach within the department so there is no need to redeploy faculty.

Table 1

Student 1	Student 1 is on track to graduate in May 2025 and will not be affected by this change. He has completed 19/30 hours and is currently enrolled in the remaining 11 hours.	Student 1 will complete all coursework this semester (Spring 2025) and has already successfully defended his thesis.	Student 1 will not receive notification of the program change.
Student 2	Student 2 is on track to graduate in August 2025 and will not be affected by this change. He has completed 19/30 hours and is currently enrolled in the remaining 9 hours, and will enroll in the remaining 2 hours in the summer.	Student 2 will defend thesis and complete all program requirements in Summer 2025.	Student 2 received notification that the program will become inactive on August 1, 2025. He was informed that he would be able to continue finishing the program requirements with minimal disruption. Student 2 was advised and provided with a program of study.
Student 3	Student 3 is on track to graduate in August 2025 and will not be affected by this change. He has completed 19/30 hours, is currently enrolled in 9 hours, and will enroll in the remaining 2 hours in the summer.	Student 3 will defend thesis and complete all program requirements in Summer 2025.	Student 3 received notification that the program will become inactive on August 1, 2025. He was informed that he would be able to continue finishing the program requirements with minimal disruption. Student 3 was advised and provided with a program of study.
Student 4	Student 4 enrolled in the M.S. Chemistry in August 2024 and is enrolled in three courses this semester (Spring 2025). So far, she has completed 10/30 hours. She is scheduled to graduate in May 2026.	Student 4 will complete the program requirements by Spring 2026.	Student 4 received notification that the program will become inactive on August 1, 2025. She was informed that she will be able to continue with minimal disruption. She was advised and provided with a program of study outlining the courses and timeline for degree completion.
Student 5	Student 5 enrolled in the M.S. Chemistry Program in August 2018. She has completed all the coursework and only needs to defend her thesis. She is currently working in Rutherford County but plans to return to defend her thesis.	Student 5 plans complete the program requirements by Fall 2025.	Student 5 received notification that the program will become inactive on August 1, 2025. She was informed that she will be able to defend her thesis with minimal disruption. She was advised and provided with a program of study outlining the courses and timeline for degree completion.

Student 6	Student 6 enrolled in the M.S. Chemistry Program in August 2020, has completed all coursework, and only needs to take his non-thesis comprehensive exam to graduate. He is currently working in Texas but plans to return to take the exam.	Student 6 will complete the program requirements by Spring 2026.	Student 6 received notification that the program will be inactive on August 1, 2025. He was informed that he would be able to take his comprehensive exam. He was advised and provided with a program of study outlining the courses and timeline for degree completion.
-----------	---	--	--

APPENDIX A

TEMPLATE OF LETTER TO STUDENTS CURRENTLY ENROLLED IN THE M.S. CHEMISTRY PROGRAM

College of Life and Physical Sciences Department of Chemistry

3500 John A.
Merritt
Boulevard
Nashville,
TN 37209-
1561

Office: (615) 963-5321

Fax: (615) 963-5326

March 28, 2025

Dear Student:

I am writing to inform you that the M.S. Chemistry Program will be closed (made inactive) effective August 1, 2025. Although I am required to notify you of the closure/inactivity of this program, you will not be affected. You will be able to complete all the program requirements for the M.S. Chemistry with no interruption. In addition, you will not incur any additional or unexpected costs. I have attached your Program of Study outlining a plan for completing the degree requirements for the M.S. in Chemistry. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

