

**Tennessee State University
Board of Trustees**



**ACADEMIC AFFAIRS
AND STUDENT AFFAIRS
COMMITTEE REPORT**

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

8:30 a.m. CST
Thursday, June 18, 2020

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

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the March 12, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes
- IV. Report on COVID-19 Coronavirus Pandemic Academic and Student Issues
- V. Approval of Academic Year 2019-2020 Tenure and Promotion Recommendations
- VI. Approval of Academic Programs
 - a. M.S. in Environmental Sciences
 - b. Master of Music
- VII. Approval of Off Campus Academic Program Sites
 - a. Clarksville County Schools
 - b. Hamilton County Schools
 - c. Hardeman County Schools
 - d. Haywood County Schools
 - e. Jackson Madison County Schools
 - f. Metro Nashville Public Schools
 - g. Robertson County Schools
 - h. Shelby County Schools
 - i. Tifton County Schools
- VIII. Report on SACSCOC Accreditation Review Matters
- IX. Academic Affairs Report
- X. Report on Strategic Plan Update
- XI. Approval of Student Conduct Rule
- XII. Student Affairs Report
- XIII. Adjournment

**Tennessee State University
Board of Trustees**



**Approval of the March 12,
2020 Academic Affairs and
the Student Affairs
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of the March 12, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the March 12, 2020, Academic Affairs and Student Affairs Committee meeting is included in the June 18, 2020 Board materials.

MOTION: To approve the minutes from the Board of Trustees' March 12, 2020, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's June 18, 2020, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
March 12, 2020
Tennessee State University – Main Campus –
McWherter Administration Building, President’s Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee 37209**

MINUTES

Committee Members Present: Trustees Pam Martin, Andre Johnson, Ali Sekmen, Braxton Simpson

Other Board Members Present: Trustees Deborah Cole, Joseph Walker, III, Richard Lewis, Bill Freeman

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Alisa Mosley, Interim Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dean Frank Stevenson, Assoc. Vice President of Student Affairs; Horace Chase, Vice President of Business and Finance; Dr. Frances Williams, Assoc. Vice President of Research & Sponsored Programs; Terrence Izzard, Assoc. Vice President of Enrollment Management; and Dr. Charlise Anderson, Director, Accreditation & Assessment.

I. CALL TO ORDER

Trustee Martin called the meeting to order at 8:39 a.m. on March 12, 2020.

Trustee Martin began by thanking everyone for helping during the tornado. Trustee Martin recognized President Glover to provide some updates. President Glover stated that the campus communications have stressed the seriousness of the coronavirus issue and the campus is operating in a straitened height of awareness. TSU has received regular updates from THEC and the CDC. President Glover reassured all that TSU is prepared and is discussing going to online classes as early as Monday. President Glover expressed the need for the current drills and plan to ensure that the quality of education remains strong. Each class/faculty has a shell and about 90% of faculty were ready for online delivery. President Glover explained that administration also met with student leaders last night and discussed the option to go home or stay on campus. President Glover stressed that TSU is prepared.

Trustee Walker wants to maintain clarity on the importance of quality of care in academic and service. He asked for an update on student and food service.

President Glover recognized Dean Stevenson and Mr. Johnson. Dean Stevenson discussed the need for wraparound stages of care now and in the virtual space. Mr. Johnson told all about the meeting on the virus and tornado held with the Aramark food vendor. Aramark is instituting additional measures including the removal of the self-serve option and making staff wear gloves in addition to more cleanliness and wiping down all surfaces.

President Glover stressed that this is not business as usual.

Trustee Martin thanked the President and asked to let her know if there is anything the Board can do to help.

Trustee Martin welcome the new board member Andre Johnson.

II. ROLL CALL/DECLARATION OF A QUORUM

Board Secretary Pendleton called the roll at the committee chair's request. Trustees Pam Martin, Andre Johnson, Ali Sekmen, and Braxton Simpson were present. Secretary Pendleton announced the presence of a quorum.

III. APPROVAL OF THE NOVEMBER 21, 2019, COMMITTEE MEETING MINUTES

Trustee Martin proceeded to the approval of the November 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the November 21, 2019, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the March 12, 2020, Board meeting. Trustee Sekmen seconded the motion, which carried unanimously.

IV. REPORT ON ACCREDITATION MATTERS

Chair Martin asked President Glover and her designees to provide pertinent information related to this agenda item.

President Glover recognized Charlise Anderson. Ms. Anderson updated the Board on the probationary status. She reported that all assessment reports have been finalized. The monitoring report is complete and was submitted to SACSCOC and received February 28, prior to the due date. The SACSCOC Special Committee visit will take place on April 2, 2020. In preparation, TSU's accreditation consultant conducted a mock visit with TSU in February and provided feedback on the remaining issues but felt that when addressed the campus would be ready for the Special Committee visit. The firm will return on March 24th for a second mock visit. Ms. Anderson reported that at this time TSU is aware of the people making up the committee of 5 coming and has the agenda for April 2, 2020 visit. TSU should have the report from their visit as early as April 3rd.

President Glover has spoken to SACSCOC as it relates to the virus and any impact to their visit. They are planning to come but can use virtual visit.

Trustee Coleman restated that with the last review there was a concern on documentation and asked whether TSU is prepared.

Ms. Anderson assured the board that TSU is prepared.

Ms. Anderson provided an update on the Decennial report which is due in September. Ms. Anderson explained that TSU is required to respond to 73 standards and that the committees and subcommittees are already formed. She is preparing for the final report in July. The on-site visit will be in March 2021.

President Glover explained that the 2020-2021 visit was put off until now because of the probationary status.

Trustee Martin thanked the President and designees.

V. APPROVAL OF THE DOCTOR OF PHILOSOPHY IN AGRICULTURAL SCIENCES AND NATURAL RESOURCES

Chair Martin announced the next agenda item as the approval of the Doctor of Philosophy in Agricultural Sciences and Natural Resources. She asked President Glover and her designee to provide pertinent information related to this agenda item.

President Glover recognized Dr. Mosley. Dr. Mosley is asking the Board to begin the process of applying for the Ph.D. in Agricultural Sciences and Natural Resources. She stated that the university is in the process of examining the possibility of the degree and strongly feels that this is a natural step for a terminal degree in Agriculture.

Trustee Martin asked President Glover to go back to accreditation and clarified that the President has asked our accreditation consultant firm to come back for an additional prep session. Trustee Martin explained that she just wanted to make sure that TSU is committee-proof and that the cabinet and all are fully ready.

Trustee Sekman asked whether this was a request for the approval for proposing or approval of the program. Dr. Mosley clarified that this was a request for approval for proposing the degree.

Trustee Sekman returned to accreditation comment and stated that he was at the last visit and has a strong feeling that TSU will overcome probation.

Trustee Simpson said the President has done well to keep students aware of the accreditation process.

Chair Martin moved to recommend to the full Board the approval of the Ph.D. in Agricultural Sciences and Natural Resources, as contained in the Board materials for the March 12, 2020, board meeting. Trustee Johnson seconded and the motion carried.

VII. NURSING SCHOOL REPORT

Chair Martin announced the next item on the agenda as is the nursing school report. She noted that the materials for this agenda item are included in the materials for the March 12, 2020 board meeting.

Chair Martin asked President Glover or her designee to provide an update related to this agenda item. President Glover again recognized Dr. Mosley.

Dr. Mosley referenced the February 27th BON approval and the Fall of 2020 nursing cohort. She stated that the university is currently doing admission work for the fall. She explained that yesterday accreditation in discipline did visit to address passing rate and plans to recommend that TSU receives continuing accreditation without restrictions. This is second in the four step process with a final decision in September. Two students took the exam and had only 75 questions (lowest possible). Dr. Mosely discussed the curriculum used and the faculty development employed. They are currently working to establish an external mentoring program.

President Glover expressed excitement and said that both bodies that the university reports to have approved everything. It has to go back to the nursing board to approve it but it has been recommended. She explained that the approval should help with recruitment.

Trustee Simpson asked if only a limited number of students were accepted. Dr. Mosley stated that the Fall number will be 36.

VIII. ACADEMIC AFFAIRS REPORT

Chair Martin introduced the next item on the agenda as the Academic Affairs Report.

Chair Martin asked President Glover and her designees to provide pertinent information related to this agenda item.

President Glover recognized Dr. Mosley. Dr. Mosley said that one other accreditation from CHIM was approved a couple months ago and that others in computer science are occurring with THEC. THEC has provided some context for these concentrations and an accelerated process. Dr. Mosely explained that online degrees are being launched.

Trustee Martin asked if the university is able to compete with others in the area. Dr. Mosley said that in a way there was a “competition among colleges” for all courses to be online ready.

Trustee Sekman referenced the Uof M training and the Arizona presentation. He stressed that the future is with online instruction but the way it should be implemented should be state of the art. He stressed that the quality of instruction and online delivery offered by TSU should be compatible with major institutions, not just TBR institutions.

Chair Martin thanked President Glover for her team’s presentation.

IX. STUDENT AFFAIRS REPORT

Chair Martin introduced the next item on the agenda as a Student Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials dated March 12, 2020.

Chair Martin asked President Glover to provide pertinent information related to this agenda item. President Glover then designated Associate Vice President / Dean Frank Stevenson to provide the report.

Dean Stevenson provided an update on the three students injured in a car accident in Florida last week. One student is back at home. One student is still in ICU with 2 surgeries completed. And one student passed away on Monday. Dean Stevenson asked everyone to extend Tiger Family love to these families.

Dean Stevenson reported that for several years there have been complaints from students who use shuttle service that it is not prompt. He explained that students lifted up and asked for a tracker/uber-type app which the university then launched in November.

Dean Stevenson discussed the men’s initiative with attention on the sophomore class. He said he feels good about what this will mean as national model for program for African American men.

Following the discussion, Chair Martin thanked President Glover and her team for the presentation. Thanked Stevenson for taking time to go to Florida to check on students.

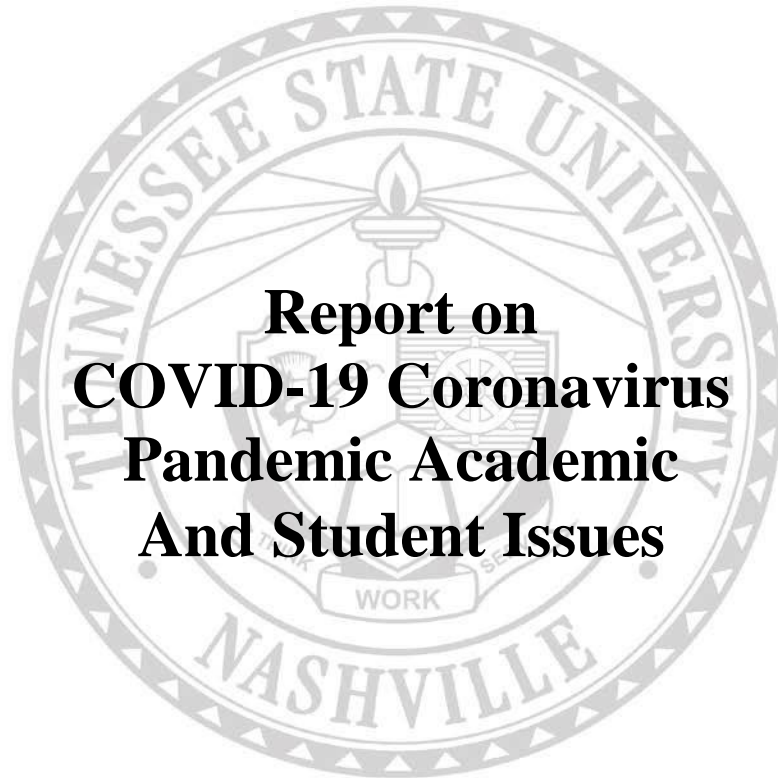
Dr. Melton was recognized to provide an update on on-line delivery. She explained that there is a deployment plan and that the university was currently undertaking a drill with all faculty to set up zoom classroom. She said that 11 faculty members that were without computer/internet have been provided technology and faculty mentors, and 2 specialists for student services online have been hired.

X. ADJOURNMENT

Chair Martin asked if there was any additional business. Seeing none, she then moved to adjourn the meeting. The meeting was adjourned at 9:16 am.

Tennessee State University

Board of Trustees



**Report on
COVID-19 Coronavirus
Pandemic Academic
And Student Issues**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report COVID-19 Coronavirus Pandemic Academic
and Student Issues

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will provide a report on COVID-19 academic and student issues.

**Tennessee State University
Board of Trustees**



**Approval of 2019-20
Tenure and Promotion
Recommendations**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of 2019-20 Tenure and Promotion Recommendations

RECOMMENDED ACTION: Approval

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

Tenure

Pursuant to the TSU tenure policy, tenure eligible faculty members must apply for tenure in their sixth year. A faculty member is required to submit a portfolio of materials in support of their tenure application. The criteria TSU uses to evaluate applicants include quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

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

During this tenure review period, forty-six (46) eligible faculty members applied for tenure. Four (4) tenure eligible faculty members withdrew their applications and did not continue with the portfolio review process for tenure. One faculty member appealed for tenure upon appointment. President Glover is recommending thirty-nine (39) applicants for tenure, as she has determined that those faculty members meet the condition for tenure.

Pursuant to the FOCUS Act, the Board's Bylaws and the Board's Delegation of Authority to the President Policy, the Board must approve tenure recommendations.

Promotion

With respect to faculty promotions at TSU, individual faculty members may apply for promotion upon completion of the required years in rank. A tenured or tenure-track faculty member becomes eligible to apply for promotion when he or she has achieved the required years in rank and meets the defined qualifications for the various faculty ranks, which are assistant professor, associate professor, and professor.

Although an application for promotion is not required, faculty members at the assistant professor level generally apply simultaneously for promotion to associate professor at the time they are required to make application for tenure. Those faculty members who are at the associate professor level generally apply for promotion to professor after five years of service at the associate professor level.

To apply for promotion, a faculty member must prepare a portfolio containing evidence of the faculty member's teaching, research, and service since his or her last promotion at TSU. The specific evidence requested include quality instruction, research and creative activities, public service and professional activities, and potential for professional growth.

The University reviews the candidate's portfolio at several levels, including at the departmental, college, and University level. The Vice President for Academic Affairs and the President must ultimately approve the applications. The comprehensive promotion review and approval process, as well as the list of those recommended for promotion, are included in your June 18, 2020, board materials.

Thirty-seven (37) faculty members applied for promotion. Four (4) promotion eligible faculty members withdrew their applications and did not continue with the portfolio review process for promotion. President Glover is recommending twenty-four (23) faculty members for promotion. Pursuant to the FOCUS Act, the Board's Bylaws, and the Board's Delegation of Authority to the President Policy, the Board must approve promotion recommendations. **MOTION:** To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 18, 2020, meeting.

Background Information: Per university policy, the President recommends the granting of tenure to eligible faculty members. The recommendations are based upon the requirements of TSU policy on promotion.

Proposed Implementation Date: August 2020

Item Details: A total of 39 faculty members are recommended for tenure. The list of faculty members recommended is attached.

MOTION: To approve the list of recommended candidates for tenure and promotions, as contained in the Board materials for the Board's June 18, 2020, meeting.

Date: May 15, 2020

Subject: Tenure recommendations

Proposed Implementation Date: August 2020

Item Details: A total of 39 faculty members are recommended for tenure. The list of faculty members recommended is provided below.

	Name	Department/Division	Current Academic Rank
1	Adesso, Karla	Agricultural & Environmental Sciences	Research Associate Professor
2	Aziz, Ahmad	Agricultural & Environmental Sciences	Research Professor
3	Blair, Matthew	Agricultural & Environmental Sciences	Research Professor
4	Browning, Richard	Agricultural & Environmental Sciences	Research Professor
5	Broyles, Thomas	Agricultural & Environmental Sciences	Extension Associate Professor
6	Clardy, Arvazena	Agricultural & Environmental Sciences	Extension Associate Professor
7	De Koff, Jason	Agricultural & Environmental Sciences	Extension Associate Professor
8	Dennis, Samuel	Agricultural & Environmental Sciences	Research Professor
9	Pitchay, Dharmalingam	Agricultural & Environmental Sciences	Research Associate Professor
10	Dumenyo, Korsi	Agricultural & Environmental Sciences	Research Associate Professor
11	Illukpitiya, Prabode	Agricultural & Environmental Sciences	Research Associate Professor
12	Mmbaga, Margaret	Agricultural & Environmental Sciences	Research Professor
13	Li, Jianwei	Agricultural & Environmental Sciences	Research Assistant Professor
14	Nandwani, Dilip	Agricultural & Environmental Sciences	Research Associate Professor
15	Oliver, Jason	Agricultural & Environmental Sciences	Research Associate Professor
16	Patras, Ankit	Agricultural & Environmental Sciences	Research Associate Professor
17	Pokharel, Bharat	Agricultural & Environmental Sciences	Research Associate Professor
18	Sutton, William	Agricultural & Environmental Sciences	Research Assistant Professor
19	Taheri, Ali	Agricultural & Environmental Sciences	Research Assistant Professor

20	Wu, Ying	Agricultural & Environmental Sciences	Research Associate Professor
21	Zhou, Suping	Agricultural & Environmental Sciences	Research Professor
22	Chen, Fur-Chi	Human Sciences	Research Professor
22	Fleming, Rita	Human Sciences	Extension Assistant Professor
23	Kilonzo-Nthenge, Agnes	Human Sciences	Research Associate Professor
24	Si, Hongwei	Human Sciences	Research Associate Professor
25	Speller-Henderson, Leslie	Human Sciences	Extension Assistant Professor
26	Webb, Thurman	Psychology	Assistant Professor
27	Armwood-Gordon, Catherine	Civil & Architectural Engineering	Assistant Professor
28	Al Nasr, Kamal	Computer Science	Assistant Professor
29	Erdemir, Erdem	Computer Science	Assistant Professor
30	Kenerson, Donna	Nursing	Associate Professor
31	Bennett, Guinevere	Occupational Therapy	Assistant Professor
32	St. Dennis, Cathleen	Occupational Therapy	Assistant Professor
33	Brown, Charles	Public Health, Health Administration & Health Sciences	Assistant Professor
34	Smith Coker, Karen	Physical Therapy	Assistant Professor
35	Bowie, Charles	Languages, Literature & Philosophy	Assistant Professor
36	Hayes, Jennifer	Languages, Literature & Philosophy	Assistant Professor
37	Tackett, Jeffrey	Music	Assistant Professor
38	Payne, Wanda	Mathematical Sciences	Assistant Professor
39	Revell, Maria	Nursing	Associate Professor (* Tenure by appointment)

Date: May 15, 2020

Subject: Promotion recommendations

Background Information: Per university policy, the President recommends the granting of promotion to eligible faculty members. The recommendations are based upon the requirements of TSU policy on promotion.

Proposed Implementation Date: August 2020

Item Details: A total of 23 faculty members are recommended for promotion. The list of faculty members recommended is provided below.

	Name	Department/Division	Current Rank	Proposed Rank
1	Baker, David	Business Administration	Associate Professor	Professor
2	Oatis-Ballew, Robin	Psychology	Associate Professor	Professor
3	Kelly, Kiesa	Psychology	Associate Professor	Professor
4	Webb, Thurman	Psychology	Assistant Professor	Associate Professor
5	Armwood-Gordon, Catherine	Civil & Architectural Engineering	Assistant Professor	Associate Professor
6	Al Nasr, Kamal	Computer Science	Assistant Professor	Associate Professor
7	Erdemir, Erdem	Computer Science	Assistant Professor	Associate Professor
8	Smith, Jason	Human Performance & Sport Science	Assistant Professor	Associate Professor
9	Kenerson, Donna	Nursing	Associate Professor	Professor
10	Nyange, Courtney	Nursing	Associate Professor	Professor
11	Bennett, Guinevere	Occupational Therapy	Assistant Professor	Associate Professor
12	St. Dennis, Cathleen	Occupational Therapy	Assistant Professor	Associate Professor
13	Brown, Charles	Public Health, Health Administration & Health Sciences	Assistant Professor	Associate Professor
14	Williams, Elizabeth	Public Health, Health Administration & Health Sciences	Associate Professor	Professor
15	Raynes, Edilberto	Physical Therapy	Associate Professor	Professor
16	Bowie, Charles	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
17	Hayes, Jennifer	Languages, Literature & Philosophy	Assistant Professor	Associate Professor
18	Tackett, Jeffrey	Music	Assistant Professor	Associate Professor
19	Payne, Wanda	Mathematical Sciences	Assistant Professor	Associate Professor
20	Siddidquee, Tasneem	Chemistry	Associate Professor	Professor

21	Sutton, William	Agricultural & Environmental Sciences	Research Assistant Professor	Research Associate Professor
22	Li, Jianwei	Agricultural & Environmental Sciences	Research Assistant Professor	Research Associate Professor
23	Taheri, Ali	Agricultural & Environmental Sciences	Research Assistant Professor	Research Associate Professor

**Tennessee State University
Board of Trustees**



**Approval of
Academic Programs**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of M.S. in Environmental Science Academic Program

RECOMMENDED ACTION: Approval

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

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

The initial concept for this academic program was proposed and approved by the TSU Board of Trustees on June 21, 2018. The department and college developed a proposal for the master's program and worked with THEC using a comprehensive process.

As TSU represents the only public institution of higher education in Nashville, this degree program will provide a more convenient and local opportunity for students that want to obtain a master's degree in Environmental Science. As public universities tend to be more affordable than private universities, access to an Environmental Science degree program will be more attractive to students that want to remain local, along with state employees that work for environmental agencies based in Nashville. If approved, this degree program will represent the only thesis-based Environmental Science degree program in middle Tennessee.

The master's program will most notably benefit the state and beyond by increasing the number and quality of graduate students interested in professions that will tackle emerging environmental issues, including sustainable agriculture, climate change, species and habitat conservation, wildfire management, and water quality management. Such graduates are needed to support the state's future development efforts and anticipated environmental issues.

An external reviewer, in conjunction with our THEC Academic Affairs Bureau, conducted onsite review of the proposed program. At the conclusion of the visit, our external reviewer provided this summation:

The proposal seeks to create a thesis-based Environmental Science graduate degree, with the program located in middle Tennessee, to address the needs of the current and future job markets in environmental science in the state. The program is in alignment with the Tennessee Master Plan (2015-2025) and supports the TSU

institutional mission. This degree offering should increase enrollment and will also help to diversify the workforce in the area of Environmental Science by providing training to minority students in this career area. This new graduate program will also create a pipeline for undergraduate students in the College of Agriculture to a Master's degree in Environmental Sciences to pursue career opportunities in this area. Well-qualified faculty, excellent facilities, and demonstrated stakeholder interaction will positively impact the quality of life in Tennessee. Therefore, I strongly recommend this program move forward for consideration in the approval process.

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 last iteration of proposed academic programs. Upon approval by the Board, THEC must provide final approval.

MOTION: To approve the revised M.S. in Environmental Sciences, as contained in the Board materials for the June 18, 2020, meeting.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Academic Program – Master of Arts program in Music

RECOMMENDED ACTION: Approval

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

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

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

The College of Liberal Arts requests approval to proceed with the development of a new Master of Arts program in Music.

Background

The new Master of Arts (MA) program will offer Commercial Music and Performance concentrations, both of which are closely aligned with the Nashville music industry, the second largest employer and economic engine in the Nashville area. The new MA program will also transfer students studying in the existing music education degree (M.Ed. in Curriculum and Instruction-Music) into the new program and will close down the M.Ed. Curriculum and Instruction-Music concentration in order to avoid duplication within the institution. The new three-concentration MA degree is a fit with, and extension of the concentrations currently offered in TSU’s B.S. in Music degree.

The Nashville Chamber of Commerce notes that the music industry has the second highest economic impact in Nashville, topped only by the health care industry’s \$18.3 billion. The third concentration within the new MA degree serves working teachers, who require advanced study as a requirement of continued employment. These teachers are currently served at TSU through the M.Ed. in Curriculum and Instruction-Music, and they will continue be served by the new MA degree’s Music Education concentration. As Nashville’s regional public university, TSU is tasked with providing a workforce. The THEC 2019 report states that “With a strong and stable workforce pipeline, Tennessee will remain economically competitive and position itself for future success.” The advanced training addressed by this discipline-focused MA degree with its

concentrations in Commercial Music, Performance, and Music Education are aligned with maintaining this workforce pipeline. The MA-Music is an expansion of existing opportunities within the University, as well as an evolution of a current B.S. program offering to the graduate level.

Currently offered in Tennessee's public universities are several MM programs that utilize the same CIP code as this proposed MA program, however none of the existing programs are oriented toward the commercial music industry. The only master's-level offerings in music in the State of Tennessee that are geared toward the music industry are found at private institutions. Tennessee State is the best poised of all public universities in Tennessee to address graduate study in the area of commercial music due to its unique (in Tennessee public universities) undergraduate program in commercial music and because of TSU's unique geography, being located in one of the three music industry capitols in the United States. This MA degree will embrace both the research and professional musicianship skills that are necessary in Nashville's industry, while continuing to meet the needs of Nashville area educators for advanced study in music education—all at a public university cost to students of all ethnic, racial, and socio-economic backgrounds in Nashville. This will be the only public university MA-Music program in the State of Tennessee.

MOTION: To approve the Master of Arts in Music, as contained in the Board materials for the Board's June 18, 2020, meeting.

Tennessee State University

Board of Trustees



**Approval of Off-Campus
Academic Program Sites**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Off-Campus Academic Program Sites

RECOMMENDED ACTION: Approval

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

From time to time, Colleges request to operate an academic program off TSU's campus. Colleges may seek off-campus academic program sites to accommodate students dually enrolled in high school and college, enhance TSU's pipeline with community college and non-traditional students, and increase convenience for working professionals.

List of Off-campus Academic Program Proposed Sites

In this instance, the purposes for the proposed off-campus sites are to increase convenience for working professionals and to enhance TSU's pipeline to non-traditional students. Colleges that seek to operate an academic program off campus must follow a 30-day review process.

Under the review process, a department will submit an off-campus academic program site request to the College, and once approved at the College level, the College submits the request to the Vice President for Academic Affairs and President for approval. Upon approval by the Vice President and President, pursuant to the FOCUS Act, Board Bylaws and the Board's Delegation of Authority to the President Policy, the Board must approve off-campus sites for academic programs. The process also mandates that we seek approval from the school districts, notify impacted universities in those areas, and finally obtain clearance from THEC.

Dual enrollment is an opportunity to expand postsecondary access to students who are interested in attaining college credit, further expanding the university mission. These credits are helpful to students in improving their preparedness for full-time collegiate work and these opportunities may be supported by scholarship funds from the state.

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

The Dual Enrollment unit in TSU Global Online wishes to establish partnerships with school districts, providing high school students with an opportunity to take courses through Tennessee State. The list of specific off-campus proposed sites and related information follows:

- Clarksville-Montgomery County Schools
- Hamilton County Schools
- Hardeman County Schools
- Haywood County Schools
- Jackson-Madison County Schools

- Metro Nashville Public Schools
- Robertson County Schools
- Shelby County Schools
- Tifton County Schools

MOTION: To approve the proposed off-campus sites for dual enrollment courses between Tennessee State and the aforementioned school districts, as contained in the Board materials for the Board's June 18, 2020, meeting.

Tennessee State University

Board of Trustees



**Report on
SACSCOC Accreditation
Review Matters**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on SACSCOC Accreditation Review Matters

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will provide a report on accreditation matters. Information pertaining to this agenda item is included in the June 18, 2020, board materials.

SACSCOC ACCREDITATION UPDATE
Office of Assessment Accreditation

IMPLEMENTED MEASURES TO ENSURE COMPLIANCE WITH STANDARD 8.2.A. TO SACSCOC'S SATISFACTION

- February 27, 2020 – Final Monitoring Report with documentation, including 3 cycles of all educational program assessment reports and President's Good Cause Statement were mailed to SACSCOC.

BECOMING CAMPUS READY FOR SPECIAL COMMITTEE VISIT

- March 24, 2020 - Virtual meetings held with Silver & Associates and those persons selected by SACSCOC to be interviewed by the Special Committee scheduled for April.
- March 31, 2020 – SACSCOC informed the University the Special Committee Visit originally scheduled for April 1-2 would be rescheduled due to the travel bans put in place as a result of the COVID-19 pandemic.
- June 4 - 5, 2020 – the campus will hold group meetings as a refresher session to discuss, rehearse, and get ready for the Special Committee Visit now scheduled for June 15, 2020.

NEXT STEPS

SACSCOC Review Process:

- June 15, 2020 - Special Committee Visit. Committee composed of experienced committee members will conduct the review of the Third Monitoring Report and Documentation. Committee members: two (2) Institutional Effectiveness evaluators, and our SACSCOC Vice President will be on campus. The Committee Chair and one (1) IE evaluator will participate virtually.
- Options of the Evaluators: (1) Exit conference with President with verbal report of findings (2) Special Committee will prepare Report of the Special Committee, a checking of errors of fact is completed by representatives who read the Report (3) University will then receive a copy of the Report with instructions on next steps (4) University has a brief period to respond to and fix any errors for consideration of the SACSCOC Board of Trustees.

COMPLIANCE CERTIFICATION (CCR) FOR UNIVERSITY'S REAFFIRMATION OF ACCREDITATION

SACSCOC member institutions undergo a 10-year review process to maintain its accreditation; The Compliance Certification (CCR) document is completed to demonstrate Tennessee State University's (University) compliance with the *Principles of Accreditation*.

Implemented Measures to Ensure Compliance with the *Principles of Accreditation*

- The SACSCOC Steering Committee was charged with the internal review process and completion of the CCR.
- April 21, 2020 - President disseminated internal timeline of due dates and activities expected to be completed by the SACSCOC Steering Committee.
- May 29, 2020 - A draft of the CCR is submitted to President and Dr. Silver.

- June – July 2020 – SACSCOC Steering Committee revises CCR based on President and Dr. Silver’s feedback.

NEXT STEPS

- The final draft of the CCR is scheduled to be submitted to President and Dr. Silver on July 30, 2020.
- August 2020 - Accreditation Liaison to package materials for submission.
- September 8, 2020 - Compliance Certification due to SACSCOC.
- November 2020 - The SACSCOC Off-Site Reaffirmation Committee reviews the CCR and all documentation to determine if University is in compliance with the *Principles of Accreditation*.
- February 2020 – The University will respond to Off-Site Reaffirmation Committee Report, submits Focused Report Quality Enhancement Plan.
- March 16 – 18, 2021 - On-Site Reaffirmation Committee will visit the campus to review any areas of concern or non-compliance and completes Report of the Reaffirmation Committee submitted to the President to identify any errors of fact.
- Fall 2021 – The University prepares a response to the recommendations in the Report of the Reaffirmation Committee.
- December 4-7, 2021 - SACSCOC Board of Trustees Reaffirmation Decision.

**Tennessee State University
Board of Trustees**



Academic Affairs Report

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

President Glover or her designee will provide a report on academic affairs.

Academic Affairs Report

Academic Year in Review

- Slight increase in the number of undergraduate degrees produced
- Strong Academic Program Review (APR) performance of our student athletes
- New Academic Program Development
 - o Hospitality and Tourism
 - o Data Science
 - o Music
 - o Nonprofit management
- Increased professional development for K-12 educators; partnerships with the TN Department of Education
- Enhanced partnerships with Apple and other corporate partners
- Opening of the new Health Sciences building
- Increase in the number of online-delivery of academic programs

UNDERGRADUATE PROGRAMS (9)

College of Education

- Bachelor of Science (BS) in Psychology

College of Liberal Arts

- BS in Criminal Justice
- BS in Interdisciplinary Studies
- BS in Professional Studies with concentrations in:
 - Health Administration-Information Technology
 - International Organizational Leadership
 - Organizational Leadership
- BS in Sociology

College of Health Sciences

- BS in Health Information Management
- RN to BSN

College of Public Service

- Bachelor of Science in Social Work (BSSW)
- BS in Urban Studies

GRADUATE PROGRAMS (20)

College of Agriculture

- Graduate Certificate in Applied Geospatial Information Systems

- Master of Professional Science (PSM) with concentration in Applied Geospatial Sciences (Hybrid)

College of Business

- Executive Master of Business Administration (Hybrid)

College of Education

- Doctor of Education (Ed.D.) in Educational Leadership with concentrations in:
 - Higher Education Leadership
 - Pre K-12 Administration
- Education Specialist (Ed.S.) in Instructional Leadership with concentrations in:
 - Licensure
 - Non-Licensure
- Graduate Certificate in Educational Technology
- Master of Education (M.Ed.) in Instructional Leadership with concentrations in-Licensure-Non-Licensure-Career and Technical Education (CTE) for Teacher Leaders
- M.Ed.in Curriculum and Instruction with concentrations in:
 - Educational Technology
 - Teaching English Language Learners
 - Literacy in Education
 - Secondary School Instruction
- M.Ed.in Special Education (K-8)

College of Health Sciences

- Master of Public Health
- Master of Science in Speech and Hearing Sciences
- Master of Science in Nursing (MSN) and Post Graduate Certificates with concentrations in:
 - Holistic Nursing-Family Nurse Practitioner (FNP)

College of Public Service

- Graduate Certificate in Health Administration and Planning
- Graduate Certificate in Local Government Management
- Graduate Certificate in Non-Profit Management
- Graduate Certificate in Public Administration Executive Leadership
- Graduate Certificate in Public Policy
- Master of Professional Studies (MPS) with concentrations in:
 - Strategic Leadership
 - Human Resource Leadership
 - Training & Development
- Master of Public Administration
- Mid-Tennessee Collaborative-Master of Social Work, MTC-MSW (Hybrid)

PROFESSIONAL STUDIES–DEVELOPMENT (2)

- Apple Part I: ‘Everyone Can Code & Everyone Can Create’–App Design and Prototype Development
- Apple Part II: ‘Everyone Can Code & Everyone Can Create’–Advanced App Prototype Design

**Tennessee State University
Board of Trustees**



**Report on
Strategic Plan Update**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: June 18, 2020

ITEM: Report on Strategic Plan Update

RECOMMENDED ACTION: None

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

President Glover or her designee will provide a report on the strategic plan.

TSU Strategic Planning Development Process Update

Strategic Planning Development Chair: Jerri A. Haynes, Ed. D.

The following serves as the updated Strategic Planning timeline. The strategic planning process has been significantly condensed due to the impact of the COVID-19 pandemic. Distinguishing ways to sustain this aggressive timeline required committees and sub-groups to communicate changes in advance of the scheduled sessions. Completion of assigned tasks determined our ability to move from one phase to another. The integrated nature of Strategic Planning underscores the importance of a dynamic exchange of parallel activities.

- April 28** Met with President Glover to discuss the timeline and action steps
- April 28** Emailed administrative council, faculty senate, department chairs council
- May 04** Met with the Strategic Planning Steering Committee to develop a University Dashboard
- Identified Measurement Categories
 - Aspirational Targets
 - Peer Comparison
- May 08** Internal and external committees shared analysis results within sub-committees
- May 11** Consultant met with internal and external committees to review results and provide input
- ZOOM meeting - Internal Committee and sub-committee (9:00 – 12:00)
 - ZOOM meeting – External Committee and sub-committees (1:00 – 3:00)
- May 18** Internal and external committees presented final reports and made recommendations/identified priorities from subcommittees
- May 22** Strategic planning steering committee analyzed, and synthesized data received from sub-committees; identified University-wide priorities and recommendations (9:00 – 3:00)
- June 01** Strategic planning steering committee identified objectives, strategies and metrics for the strategic goals. Entire group provided comments and recommendations – Goals, Objectives, Strategies and Metrics (9:00 – 3:00)
- July 2020** University community review and input
- Faculty
 - Staff
 - Students
 - Key Constituents

**Tennessee State University
Board of Trustees**



**Approval of Student
Conduct Rule**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: June 18, 2020

ITEM: Approval of Student Conduct Rule

RECOMMENDED ACTION: Approval

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

The Uniform Administrative Procedures Act (UAPA) requires the promulgation of a rule regarding student conduct. T.C.A. § 4-5-102(12). The UAPA sets forth the process for the promulgation of a rule. Pursuant to the rulemaking process, TSU posted the proposed rule with the Secretary of State and conducted a rulemaking hearing for public comment on the rule after providing a 45 day notice of the hearing.

The rulemaking process also requires Board approval of the proposed rule, review by the Attorney General's Office, submission and posting of the final rule by the Secretary of State, and review and approval by the General Assembly's Joint Government Operations Committee, or make it through with a neutral recommendation by the Government Operations Committee in order to be included in the rules omnibus bill and become permanent rules.

Previously, when TSU was a part of the Tennessee Board of Regents system, TSU was governed by the TBR rule on Student Conduct and the accompanying TBR student conduct policy. The TBR's modern Student Conduct rule was adopted in 2011 and then updated in 2015.

The proposed rule, Rule 0240-08-01 Student Conduct, is drafted to comply with the rule requirement. It utilizes language contained in student conduct policies at other LGIs. The proposed rule provides for specific conduct rules and sets out the process for discipline which includes accepted due process practices. It includes possible sanctions and appeal rights. The proposed rule also addresses academic misconduct.

In conformance with the rulemaking process, TSU held a rulemaking hearing on the attached Student Conduct Rule on June 1, 2020. No comments were made and there have been no modifications to the draft since the rulemaking hearing. A roll call vote is required.

MOTION: To adopt the new Student Conduct Rule, as contained in the Board materials for the Board's June 18, 2020, meeting, as a rulemaking rule, including authorizing the President and her designees to make any technical corrections to these rules, including changes required by the Attorney General's Office after review.

Rules
Of Tennessee State University

Chapter 0240-08-01 Student Conduct

New Chapter

Table of Contents is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01.01 Purpose
0240-08-01.02 Scope
0240-08-01.03 Definitions
0240-08-01.04 General Provisions
0240-08-01.05 Prohibited Conduct
0240-08-01.06 Academic and Classroom Misconduct
0240-08-01.07 Disciplinary Sanctions
0240-08-01.08 Disciplinary Procedures
0240-08-01.09 Appeals
0240-08-01.10 Academic Misconduct Disciplinary Committee

0240-08-01 -.01 Purpose is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.01 Purpose

- (1) Tennessee State University (TSU or University) is committed to fostering a campus environment that is devoted to learning, growth, and service. TSU accepts and practices the core values of honesty and integrity, respect for diversity, positive engagement in the community, and commitment to non-violence. Additionally, TSU has the responsibility and obligation to its students, faculty, and community to maintain an academic environment that promotes intellectual pursuits and harmonious interpersonal relationships between its various public and constituents.
- (2) TSU Students are citizens of the state, local, and national governments and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to TSU carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students.
- (3) In recognition of the special relationship that exists between TSU and the academic community which it seeks to serve, the TSU Board of Trustees has authorized the President to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
- (4) The University recognizes its obligation to protect the rights and privileges of its students in accordance with the guarantees afforded all citizens under the Constitution of the United States and due process as interpreted by appropriate judicial authority.

240-08-01 -.02 Scope is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.02 Scope

- (1) Disciplinary action may be taken against a Student for violations of this policy which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution. If a Student's violation of applicable laws or ordinances adversely affects the University's pursuit of its educational objectives, it may enforce its rules and policies, including this rule, regardless of any proceedings instituted by other civil or criminal authorities. Conversely, violation of any section of this rule may subject a Student to disciplinary measures by the University whether or not such conduct is simultaneously in violation of state, local or national laws.
- (2) This rule and related policies apply both to Student(s) or Registered Student Organization(s) (RSO) prohibited conduct on and off TSU Property.

- (3) In the case of prohibited conduct that occurs off TSU property, TSU will take into account whether the prohibited conduct adversely affects the interests of TSU, including, but not limited to, prohibited conduct that:
- (a) Occurs in connection with a TSU Activity, including, but not limited to, a study abroad program, clinical, internship, service learning placement, or similar program; or
 - (b) Involves another member of the TSU community; or
 - (c) Poses a credible, serious threat to the health or safety of the TSU community or TSU Property.
- (4) TSU will take into consideration at least the following standards, but may consider others, when deciding whether misconduct is associated with a Registered Student Organization:
- (a) The prohibited conduct is endorsed by the organization or any of its officers. "Endorsed by" includes, but is not limited to, the following: active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct;
 - (b) The prohibited conduct took place during the course of an activity paid for by the organization or paid by members of the organization to support the activity or conduct in question;
 - (c) The prohibited conduct occurred on property owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event;
 - (d) The prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the organization;
 - (e) One or more officers of the organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.03 Definitions is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01 -.03 Definitions

- (1) Notice- For the purposes of this rule, a notice is a written communication sent to a Student or student organization. Notice to the Student or student organization may be provided in three ways: 1) hand delivered; 2) via the Student's official TSU email account; or, 3) a hard copy letter sent via US mail to the Student's local address on file with TSU. A notice sent to a student organization will be hand delivered or sent to the organization's president at that Student's TSU email address or his/her local address. Students have the responsibility to regularly check their University-issued email accounts and to ensure that the local address on file with TSU is current. The requirement to provide notice will be satisfied by any one of the three ways to provide notice, and any period for response will begin on the date the notice is hand delivered or the email and/or letter is sent/mailed, whichever occurs first.
- (2) Student - any individual who is admitted, enrolled, or registered for credit courses at TSU or who may no longer be enrolled or registered for credit courses but engaged in prohibited conduct while a Student at TSU. For the purposes of this rule, "admitted" means in attendance at TSU on either the first day of classes, or on the first day residence halls are open, or the first day of the student orientation, advising, and registration program, whichever is earlier. It also includes any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the individual is under suspension or removal from campus as a sanction from an investigation or finding of a violation of the policy governing student conduct.
- (3) Registered Student Organization (RSO) - Any organization comprised primarily of currently enrolled Students that have successfully completed the registration process with the Division of Student Activities and otherwise complied with TSU policies and requirements related to student organizations.
- (4) TSU Property - all land, buildings, facilities, grounds, structures, or any other property including but not limited to movable objects owned, leased, used, maintained, or operated by TSU. For purposes of this rule, TSU Property

includes all streets, alleys, sidewalks, and public ways abutting such property. TSU Property also includes computers and network systems owned, maintained, or controlled by TSU or funded by TSU.

- (5) TSU Activity - any activity on or off TSU Property that is initiated, aided, authorized, sponsored, or supervised by TSU.
- (6) University Official - an employee or agent of TSU, including but not limited to university police, faculty members and staff acting in the performance of his/her/its duties as well as Student employees (e.g., event staff, resident assistants, graduate or teaching assistants, etc.).

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.04 General Provisions is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01 -.04 General Provisions

- (1) Students and student organizations and its members while acting in their capacity as members of, or while attending or participating in any activity of the organization, shall be subject to all rules and policies of the University. The Office of Student Conduct shall have jurisdiction over all disciplinary matters involving Students and student organizations when the Student Code of Conduct is implicated.
- (2) Each Student or RSO shall be responsible for his/her/its conduct from the time of admission to TSU through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms.
- (3) A Student or RSO is responsible for his/her/its guests or visitors and may be held accountable for the behavior of his/her/its guests or visitors on TSU Property or in the handling or use of TSU Property.
- (4) Any Student that chooses to take a leave of absence or withdraw from TSU during any academic period prior to graduation with a pending disciplinary matter will be subject to a disciplinary hold placed on the Student's account preventing reenrollment until resolution of the conduct in question. TSU will not confer a degree when a Student has a pending disciplinary meeting and/or disciplinary proceeding or during a Student's disciplinary suspension.
- (5) In the event a Student is subject to a failing grade/class as a result of academic misconduct or to disciplinary sanction, including but not limited to suspension or expulsion, for any violation under this rule, the University shall have no obligation to make any refund for courses, housing, or otherwise, nor have any responsibility whatsoever for financial or administrative consequences that may occur as a result of the imposition of such sanction, except as otherwise required by applicable law.
- (6) Any timelines included in this rule can be extended for good cause.
- (7) This rule and any policy or procedure related to it may be changed to remain consistent with changes in applicable law.
- (8) Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a) (4), a Student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.
- (9) Retention of Records. Disciplinary records are maintained by the Office of Student Conduct. A permanent disciplinary file will be maintained if a Student is suspended or expelled from the University. Files developed in cases in which a lesser sanction has been imposed will be retained for a period of five (5) years after date of action unless the sanction(s) specify that they should be retained for a longer period. Files developed in cases that are covered under the Clery Act will be retained for a period of seven (7) years after the date of action per federal requirements. Files developed in cases where a Student is found not responsible for student conduct rules

violations will be maintained for statistical purposes; however, the record will not be reportable as an official disciplinary record in that Student's name.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01-.05 Prohibited Conduct is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.05 Prohibited Conduct

- (1) Generally, through appropriate due process procedures, the University's disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objective, that violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institutional-controlled property.
- (2) Individual or organizational misconduct that is subject to disciplinary sanction shall include, but is not limited to, the following:
 - a. Conduct dangerous to others - Causing physical harm to any person; endangering the health, safety, or welfare of any person; engaging in conduct that causes a reasonable person to fear harm to his/her health, safety, or welfare; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals;
 - b. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a) (1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
 - c. Disorderly conduct – Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or which unreasonably disturbs institutional function, operations, classrooms and other groups or individuals. Also includes, engaging in oral or written speech that is obscene; is defamatory; consists of fighting words; or is directed to inciting or producing imminent lawless action and is likely to incite or produce such action;
 - d. Obstruction of or interference with institutional activities or facilities – Any intentional interference with or obstruction of any institutional activity, program, event, or facilities including the following:
 1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities.
 2. Interference with the right of any institution member or other authorized person to gain access to any institutional or institutional controlled activity, program, event, or facility sponsored by the institution.
 3. Any obstruction or delay of a campus police officer, fireman, campus security officer, public safety officer, EMT or failure to comply with any emergency directive issued by such person in the performance of his or her duty or any institutional official in the performance of his/her duty.
 - e. Misuse of or damage to property – Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, or library materials, or any unwarranted destruction, defacing, disfiguring, or unauthorized duplication or use of property belonging to the institution or another, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials, and/or safety devices; or any such act against a member of the institution community or a guest of the institution.

- f. Theft, misappropriation, or unauthorized sale of Property – Any act of theft, misappropriation, or unauthorized possession or sale of institution Property or any such act against a member of the institution community, a guest of the institution, or the personal property of a member or guest of the TSU community.
- g. Misuse of documents or identification cards – Any forgery, alteration of or unauthorized use of institution documents, forms, records, institutional keys, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student’s admission, enrollment, or status in the institution.
- h. Firearms and other dangerous weapons – Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons.
- i. Explosives, fireworks, and flammable materials – The unauthorized possession, ignition, or detonation of any object or article that could cause damage by fired or other means to people or property, or possession of any substance which could be considered to be and used as fireworks.
- j. Alcoholic beverages – The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.
- k. Drugs – The unlawful possession or use of any drug or controlled substance (including, but limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), or the sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property. TSU fully supports the “Drug Free Schools and Campuses Act” and the “Drug Free Schools and Communities Act Amendment of 1989.”
- l. Drug paraphernalia – The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property.
- m. Public intoxication – Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- n. Gambling – Unlawful gambling in any form.
- o. Misuse of computers or computing resources and facilities – Misusing and/or abusing campus computer resources including, but not limited to the following:
1. Use of another person’s identification to gain access to institutional computer resources;
 2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems;
 3. Unauthorized access to a computer or network file, including but not limited to, altering, using, and reading, copying, or deleting the file;
 4. Unauthorized transfer of a computer or network file;
 5. Use of computing resources and facilities or the Student’s personal electronics or social media accounts, to send abusive, obscene, or threatening correspondence;
 6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
 7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official;
 8. Violation of any published information technology resources policy;
 9. Unauthorized peer-to-peer file sharing.
- p. Financial irresponsibility – Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity, or failure to pay outstanding bills.

- q. Unacceptable conduct in disciplinary proceedings – Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including but not limited to false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness. This can include the willful failure to participate or otherwise obstruct the disciplinary proceedings or investigation.
- r. Failure to cooperate with University Officials – Failure to comply with directions of University Officials, faculty, or staff acting in the performance of their duties.
- s. Attempts at or aiding and abetting the commission of an offense – Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution.
- t. Failure to notify – Failure of students certified to receive educational benefits for veterans to notify the Office of Veteran Affairs of any changes in their program that will affect their certification status.
- u. Discrimination, Harassment or Retaliation – Any act by an individual or group against another person or group in violation of University policy as may be amended, as well as federal and/or state laws prohibiting discrimination. These matters must be submitted to the Office of Equity and Inclusion for full investigation.
- v. Sexual Misconduct. An offense including acts of sexual assault, domestic violence, dating violence and/or stalking in violation of University policy as may be amended, as well as federal and/or state laws prohibiting said acts. All matters involving allegations of sexual misconduct will be governed by the procedures set for in University policy and handled by the Office of Equity and Inclusion;
- w. Academic Misconduct. Plagiarism, Cheating, Fabrication – For purposes of this section, the following definitions apply.
1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own proper attribution.
 2. Cheating. Includes, but is not limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit hours.
 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
 4. Classroom Misconduct – Disruptive behavior in the classroom.
- x. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
- y. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
- z. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
- aa. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution.
- bb. Invasion of Privacy: Making, or causing to be made, unauthorized video/audio recordings or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker

rooms, residence hall rooms, and restrooms, as well as any storing, sharing, and/or distributing of such unauthorized recordings/images by any means. This can also include voyeurism without recording/photography.

cc. Distribution of advertisement fliers and brochures – Distribution or placement of advertising fliers and related literature onto parked vehicles on campus unless (i) the vehicle is owned by the person distributing the fliers, or (ii) the person distributing the fliers has the express consent of the vehicle owner and the TSU Police Department to place the material on the vehicle.

dd. Disregarding fire drills – Failure to evacuate university facilities or willfully disregarding any emergency or fire alarm signal.

ee. Use of sirens and loudspeakers – Unauthorized use of sirens, loudspeakers, and other sound amplification equipment.

ff. Improper use of student identification cards - (i) Failure to possess at all times a valid student identification card. (ii) Failure to surrender identification card to university officials upon proper request. (iii) Transferring usage of identification card to other persons.

gg. Allowing pets on premises - Pets are not allowed in buildings unless they are designated to serve as Service Animals for individuals with disabilities in the residence halls or other campus facilities

hh. Smoking Violations. Violation of any TSU smoking or other tobacco use rules or policies.

ii. Parking or Traffic Violations: Violation of any TSU parking or traffic rules or policies. In addition to the penalties described in TSU rules or policies related to traffic, parking, and safety and elsewhere in this rule, the possession or use of a motor vehicle on TSU Property may be limited or revoked for any of the following:

1. Possession or use of alcoholic beverages or drugs while operating a vehicle;
2. Irresponsible operation of a vehicle;
3. Leaving the scene of an accident;
4. Failure to report an accident involving personal injury or property damage;
5. Excessive violations of policies to include excessive parking citations;
6. Falsifying vehicle registration, gaining such registration under false pretense, or failing to register a motor vehicle; or
7. Possession, use, or sale of fraudulent parking permits;

jj. Violation of Policies: Any violation of the general rules and policies of TSU as published in a TSU publication including, but not limited to, rules, policies or procedures published on TSU's website, the Student Handbook or Residence Life Campus Living Brochure or Policies, including the intentional failure to respond to any required action or the intentional performance of any prohibited action.

kk. Violations of State or Federal Laws: Any violation of state or federal laws, rules, regulations, etc. proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

ll. Violation of Imposed Disciplinary Sanctions: Intentional or unintentional violation of a disciplinary sanction officially imposed by a University Official or a constituted body of the University, including but not limited to during a TSU hearing proceeding.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01-.06 Academic and Classroom Misconduct is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.06 Academic and Classroom Misconduct

- (1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary, or one day, removal or exclusion from the classroom of any student

engaging in disruptive conduct or conduct violating the general rules and regulations of the University. Any exclusion beyond the one class period where the student is being disruptive or further disciplinary action can be effected only through appropriate procedures established by the University. Removal from the classroom for one class period by faculty does not constitute a disciplinary suspension or expulsion.

- (2) Academic dishonesty may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations or other assigned work. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. The instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct, including an "F" for the assignment/test or an "F" in the course. Such grading changes, even those that result in academic ineligibility for a program, do not constitute disciplinary suspensions or expulsions from the University. Disciplinary sanction beyond adjusted grades or a "F" in the course shall only be imposed through the appropriate University disciplinary process set forth in Rule 0240-08-01-.08 Disciplinary Procedures.
- (3) Students may appeal a grade assignment or failing course associated with a finding of academic misconduct, as distinct from a student disciplinary action, through appropriate institutional academic grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- (4) Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupts the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, the presence of non-enrolled visitors in the classroom, or the continued use of any electronic or other noise or light emitting device which disturbs or interrupts the concentration of others (e.g., disturbing noises from beepers, text messaging, cell phones, palm pilots, laptop computers, games, etc.)).
- (5) Class attendance and punctuality requirements are established by the faculty through the printed syllabus for each course. Students are expected to attend class regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which student(s) are unable to make immediate contact with faculty, the Student may contact the appropriate student affairs office for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for possible completion of coursework requirements, if feasible.

0240-08-01-.07 Disciplinary Sanctions is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.07 Disciplinary Sanctions

- (1) Upon a determination by a preponderance of evidence (unless otherwise required by federal or state law, rules, or regulation) that a Student or RSO has violated any of the rules, policies or disciplinary offenses set forth in this Code of Student Conduct, disciplinary sanctions that may be imposed, either singularly or in combination, by the appropriate University Official(s), include but are not limited to the sanctions referenced below.
 - a. Restitution. A Student who has committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property or unreimbursed medical expenses resulting from physical injury. Any such payment in restitution shall be defined by the University.
 - b. Fine – Penalties in the form of monetary fines may be imposed whenever the appropriate University authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action being taken.
 - c. Warning – The appropriate University Official may notify the Student or RSO that continuation or repetition of specified conduct may be cause for further disciplinary action.
 - d. Reprimand – A written or verbal reprimand, or censure, may be given to any Student or organization whose conduct violates part of the Code of Conduct. Such a reprimand does not restrict the Student in any way, but

it does have important consequences. It signifies to the Student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the university community but that any further violation may result in more serious penalties.

e. Apology – A Student or RSO may be given the opportunity, under certain circumstances, to voluntarily apologize to an affected party, either verbally or in writing, as an alternative or in addition to the imposition of other disciplinary sanctions, for the behavior related to a disciplinary offense.

f. Restriction – A restriction upon a Student's or RSO's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the University in any way, restrictions on university sponsored travel and events, denial of the use of facilities, parking privileges, restriction of application or use of TSU funds, or restrictions involving the participation in any extra-curricular activities, organizational privileges, athletic events, or on an athletic team.

g. Referral to the University Counseling Center or appropriate healthcare provider is never to be considered as a punishment for any specified behavior. Participation in counseling treatment is strictly voluntary and highly confidential, but the Student may be referred to the university-counseling center or an appropriate health care provider for an evaluation to determine if the student poses a threat to the campus community. The appropriate University Official may issue appropriate directives regarding a student's continued presence on campus in connection with the referral referenced herein.

h. Community or Educational Project – A project beneficial to the individual, campus, and/or community may be required. The project will be related to the offense the Student or RSO is guilty of violating.

i. Assignment of work hours – A specified number of supervised hours of work to be completed on campus may be assigned. This work will be commensurate to the offense the Student or RSO is guilty of violating.

j. No Contact Order: An order of no contact with any individuals who are complainants, victims or witnesses in the student conduct process. This includes, but is not limited to, verbal, written, electronic, cellular, physical, or social contact, or allowing others to make any similar contacts on a Student's behalf. An order of no contact can also be issued as an interim measure prior to the completion of the disciplinary process;

k. Probation. Continued enrollment of a Student or recognition of a RSO on probation may be dependent upon adherence to the Code of Student Conduct. Any Student or RSO placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities, participation on athletic teams, or any other appropriate special conditions. Any conduct in violation of this Code while on probationary status may result in the imposition of a more serious disciplinary sanction.

l. Suspension. If a Student is suspended, he or she is deprived of student status and is separated from the University for a stated period of time with conditions of readmission stated in the notice of suspension. The suspension shall appear on the Student's disciplinary record regardless of whether or not such Student is successfully readmitted.

m. Expulsion. Expulsion entails a permanent separation from the University. The imposition of this sanction is a permanent bar to the Student's readmission or RSO to the institution. TSU policy requires that any Student or RSO receiving a penalty of expulsion shall be restricted from the campus of TSU during the period of expulsion unless on official business with the University verified in writing by an appropriate University Official.

n. Revocation. Revocation of admission, degree and/or credential, or of the RSO.

o. Withholding Degree: The awarding of a degree may be withheld until all disciplinary processes are complete and all sanctions, if any, are satisfactorily completed;

p. Housing Probation. Continued residence on campus or student housing may be conditioned upon adherence to this rule or related policies as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s).

q. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused

portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the Student resident's disciplinary record. A Student may be immediately removed from campus or student housing for violations of the University's housing policy or residence agreement under the interim suspension standards.

r. Removal or suspension from an athletic team.

s. Interim Suspension. As a general rule, the status of a Student or RSO accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension may be imposed upon a finding by the Dean of Students or designee that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or of any other member of the University community or its guests, destruction of property, or substantial disruption of classroom, other campus activities, or the disciplinary investigation. During an interim suspension, the Student, or RSO, shall be denied access to campus facilities, classes, and/or all other university activities or privileges unless prior approval has been granted by the Dean of Students/Chief Judicial Officer. In any case of interim suspension, the Student, or RSO, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension. If a Student or RSO chooses to challenge the imposition of an interim suspension, such challenge will occur as prescribed in Rule 0240-08-01-.08(5) Procedures Related to Interim Measures or Interim Suspensions.

t. Interim Measures: The Dean of Students or designee may impose temporary measures prior to the beginning of a formal student conduct process. The imposition of interim measures under this rule is separate and apart from the imposition of any interim measure imposed pursuant to an investigation or finding of discrimination, harassment, and sexual misconduct in accordance with applicable TSU policies. If the Dean of Students or designee imposes an interim measure under this rule, the Student or RSO may contest the measure following the procedures prescribed in Rule 0240-08-01-.08(5) Procedures Related to Interim Measures or Interim Suspensions. Interim measures may become permanent depending on the outcome of the formal disciplinary hearing. Interim measures may include, but are not limited to:

1. No contact orders;
2. Removal from or reassignment of housing;
3. Removal from or reassignment of on campus work study or work assignments;
4. Removal from or reassignment of a specific class or academic activity;
5. Restriction of access to specified buildings or TSU Property;
6. Restriction of privileges; or
7. Other types of temporary measures;

u. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

- (2) Parental or Legal Guardian Notification: Pursuant to T.C.A. § 49-7-146, TSU is required to notify a parent or legal guardian of a Student under age twenty-one (21) if the Student "has committed a disciplinary violation with respect to the use or possession of alcohol, or a controlled substance, or a controlled substance analogue that is a violation of any federal, state, or local law, or any rule or policy of [TSU], except as prohibited by the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 12329)."

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.08 Disciplinary Procedures is added to Chapter 0240-08-01 Student Conduct and shall read as follows:
0240-08-01-.08 Disciplinary Procedures

(1) Responsibility for Administration

(a) The maintenance of order and the enforcement of the rules and policies of the University are vested with the President or his/her designee. This responsibility is generally delegated to the Vice President for Student Affairs or designee who in turn delegates this authority to the Dean of Students/Chief Judicial Officer or designee and the

faculty and students appointed to participate in the administration of this rule. The Division of Student Affairs is responsible for matters that are within the scope of this rule and related policies on student conduct. The Division of the Vice President for Academic Affairs is responsible for matters that fall within TSU policies related to student academic misconduct. In situations where the conduct could fall within both areas of responsibility, the two (2) Divisions will confer, decide which rule or policies will apply to the matter, and advise the Student in writing of their decision.

(b) Complaints related to discrimination, harassment, and sexual misconduct will be investigated in accordance with applicable TSU policies. If TSU determines that a discrimination, harassment, or sexual misconduct violation occurred, the Student will be subject to the disciplinary procedures outlined in this rule and related policies.

(c) Other than the matters listed in this Section (a) related to student academic misconduct and (b) related to discrimination, harassment, and sexual misconduct, reports of acts and incidents involving conduct of Students or RSOs should be referred to the Division of Student Affairs.

(d) Upon receipt of a referral or information potentially warranting disciplinary action, the Division of Student Affairs will investigate and/or review for possible action.

1. Cases which are not subject to the contested case procedures under the Uniform Administrative Procedures Act and which involve very minor first offenses by Students or student organizations may be discussed informally with Students or student organizations. In such cases, no formal record will be maintained in the judicial records of TSU. The Dean of Students or designee shall note the name of the Student or student organization involved for the purpose only of determining a Student's or student organization's prior involvement in a minor offense, when and if a second offense occurs at a later date. If the Student or student organization is subsequently involved in another violation of the regulations, at the discretion of the hearing body, this informal record will become part of the Student's or student organization's disciplinary record.
2. In the event disciplinary action is deemed as potentially warranted, the following process will apply.

(2) Preliminary Conference

(a) A Student or RSO accused of violating TSU's disciplinary policies, rules, or regulations shall be called before the Dean of Students or designee for a preliminary conference. The purpose of a preliminary conference is to ensure proper investigation of an alleged violation of the student conduct rules and determine whether there is a preponderance of the evidence to support the charges, and if so, to determine responsibility and appropriate sanctions. The Dean of Students or designee may interview potential witnesses or victims necessary to conduct a thorough investigation of the alleged violation. During the preliminary conference with the Dean of Students or designee, the Student or RSO will have the opportunity to contest the alleged violation and present information.

(b) The Student or RSO shall be provided notice with details on the date, time, and location of the preliminary conference with the Dean of Students or designee and such notice shall provide a basic description of the conduct for which he/she/it has been accused of committing.

(c) During the preliminary conference with the Dean of Students or designee, the Student or RSO will have the opportunity to explain his/her/its version of the behavior or incident or otherwise refute the allegations and present information.

(d) A Student or RSO may waive the right to a preliminary conference.

(e) If the Student or student organization alleged to have engaged in misconduct does not respond after having been provided notice of the preliminary conference or fails to appear for the preliminary conference, a disciplinary hold may be placed on the student's account or the registered student organization's privileges may be suspended, and the Dean of Students or designee may make a determination as to responsibility for the conduct violation based on the information gathered at that point and impose a sanction as deemed appropriate.

- (f) Following the preliminary conference and investigation of the complaint taking into account all information gathered pertinent to the matter, as well as the information provided by, or on behalf of the Student or RSO, the Dean of Students or designee will determine if, by a preponderance of the evidence, sufficient information exists for the disciplinary process to continue and make findings as to whether a disciplinary offense has occurred, and if so, an appropriate disciplinary sanction, including possible suspension or expulsion. The Dean of Students or designee shall issue a written decision that includes his/her findings and conclusions.

1. If the Dean of Students or designee concludes a violation did not occur, the conduct matter will be closed.

2. If the Dean of Students or designee determines there is sufficient information to proceed with the disciplinary process, the Student or RSO shall have the opportunity for a hearing regarding the alleged violation.

- (g) The majority of student disciplinary cases are resolved at the preliminary conference level when the Student or student organization accepts responsibility for the violation and the recommended sanction(s). However, if this does not occur, the matter may proceed to a hearing.

(3) Hearing Options

- (a) Hearing Options in Cases of Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration- If the Dean of Students or designee determines the alleged misconduct warrants consideration of suspension, expulsion or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:

1. Accept the Dean of Students' or designee's findings and recommended disciplinary suspension or expulsion from the University;
2. Contest the alleged violation(s) and request a hearing before the Student Affairs Disciplinary Committee; or,
3. Contest the alleged violation(s) under the Uniform Administration Procedures Act (UAPA) in accordance with provisions outlined in the Uniform Administrative Procedures Act, Tennessee Code Annotated§ 4-5-301 et seq. and related rules.

- (b) Hearing Options in Cases Not Involving Possible Suspension, Expulsion, or Revocation of Degree or RSO Registration- If the Dean of Students or designee determines the alleged misconduct warrants disciplinary sanction but does not warrant the sanctions of suspension, expulsion or revocation of degree or credential of a Student or revocation of registration of an RSO, the Student or RSO will have the opportunity to:

1. Accept the Dean of Students' or designee's findings and recommended disciplinary suspension or expulsion from the University; or,
2. Contest the alleged violation(s) and request a hearing before the Student Affairs Disciplinary Committee.

- (c) Once advised of the hearing options, which may occur during the preliminary conference, the accused Student or RSO may elect to accept the finding and sanction from the Dean of Students or designee, or elect a hearing pursuant to UAPA (where appropriate), or waive a hearing pursuant to UAPA (where appropriate) to elect a hearing before the Student Affairs Disciplinary Committee. The election must be made in writing within three (3) class days of receipt of notice of pending charges against him/her or the student organization. Once the election is made, the Student or student organization cannot elect another option or revert back to the original decision rendered by the Dean of Students or designee. If a Student or RSO fails to make an election within three (3) class days of receipt of notice of pending charges, the Student or RSO waives all rights to the hearing, and the Dean of Students or designee has the discretion to deem the Student or RSO to have accepted the findings and determination of responsibility for misconduct and may impose appropriate sanction(s) for the misconduct.

- (d) Issuance of a failing grade or a course or dismissal from a program for failure to meet any academic requirements does not constitute a disciplinary suspension or expulsion from the University and is not subject

to the process outlined in this section. Such academic misconduct is only subject to the process as proscribed in 0240-08-01-.10 Academic Misconduct Disciplinary Committee.

(4) Hearings before the designated Student Affairs Disciplinary Committee

- (a) The Student Affairs Disciplinary Committee shall be comprised of 12 members and two (2) alternates. The Committee shall include six (6) students with one (1) student alternate. Student members will be selected by the Vice President for Student Affairs or designee from a group nominated by the Dean of Students/Chief Judicial Officer or designee, and shall serve a (2) year term. An additional six (6) members shall be members of the faculty or staff, with one (1) alternate. The faculty or staff members of the committee shall be selected for two (2) year terms by the Vice President for Student Affairs or designee from a group nominated by academic deans, dean of students, or department heads.
- (b) The Chairperson shall be appointed by the Vice President of Student Affairs or designee.
- (c) The Chairperson of the Student Affairs Disciplinary Committee is responsible for directing the conduct of any hearing, and shall make necessary procedural rulings including, but not limited to, rulings regarding the admissibility of evidence, and shall be responsible for drafting all written determinations by the Committee. The Chairperson shall only vote when there is a tie, and the vote is needed to break said tie.
- (d) No less than four (4) members of the committee, including at least one faculty or staff representative, must be present to constitute a quorum.
- (e) Meetings of the Committee are irregular and called by the Chairperson upon being informed that an alleged violation of the Code of Student Conduct exists and that a hearing is necessary.
- (f) The Student Affairs Disciplinary Committee may undergo training provided by the Dean of Students or, as deemed appropriate by the General Counsel, other University offices or external trainers, on TSU hearing procedures.
- (g) Notice and Due Process Rights Related to the Student Affairs Disciplinary Committee Hearings: For proceedings before the Student Disciplinary Committee, TSU will send a notification letter at least seventy-two (72) hours prior to the disciplinary proceeding. The notification letter will include, at a minimum:
 1. The time, place, and date of the disciplinary proceeding;
 2. A written statement of the alleged violation and/or description of the alleged behavior including time, date, and place of occurrence if such information is available;
 3. Notice of the right to present his/her/its case;
 4. Notice of the right to be accompanied by an advisor of choice, including an attorney (the advisor may not speak on behalf of the Student or RSO in the disciplinary meeting and shall be limited to directly advising the Student or RSO);
 5. Notice of the right to call witnesses who can speak on his/her/its behalf (It is the Student or RSO's responsibility to contact his/her/its witnesses and inform them of the hearing unless the witness is also a University witness), to question all witnesses, to present evidence;
 6. Notice of the right to address any information that is used by TSU in a disciplinary proceeding; and
 7. Notice of an appeal option, if applicable.
 8. In cases involving sexual misconduct, the names of witnesses TSU expects to present at the disciplinary proceeding and the names of witnesses TSU may present if the need arises;

9. In cases involving sexual misconduct, an explanation of the Student's or RSO's right to request a copy of the investigative file, which will be redacted as required by federal and state law;
 10. In cases involving sexual misconduct, an explanation of the Student's or RSO's right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence that TSU has in its possession, custody, or control and may use to support claims or defenses, unless use would be solely for impeachment. All such documents will be redacted as required by federal and state law.
- (h) As a preliminary matter and prior to the commencement of the hearing before the Student Affairs Disciplinary Committee, the Student or RSO shall have the right to challenge the seating of any Student Affairs Disciplinary Committee member for bias, prejudice, interest, or any other good cause. The dismissal of a challenged hearing board member will be determined at the discretion of the Chairperson. If the Chairperson is challenged, s/he may be excused by a majority vote of the Student Affairs Disciplinary Committee.
 - (i) The Student Affairs Disciplinary Committee shall conduct a hearing providing for the receipt of evidence, including calling witnesses and the review of other evidence in rendering a decision.
 - (j) The Student Affairs Disciplinary Committee shall make a determination of the case based on the preponderance of evidence presented at the hearing. This is an administrative process; therefore, the Student Affairs Disciplinary Committee shall exercise discretion as to the application of the federal rules of evidence at the hearing. The decision of the Committee shall be by majority vote.
 - (k) If the Student Affairs Disciplinary Committee finds that the Student did engage in the offense(s) for which he/she is charged, it shall determine an appropriate disciplinary sanction based on all relevant information, including but not limited to the Student's past record.
 - (l) The Student Affairs Disciplinary Committee will issue a written decision within five (5) working days following the conclusion of the hearing and transmit it to the Office of Student Conduct. The decision shall specify any violations found and recommend appropriate sanctions. The Student or RSO will be advised in writing of the decision and all sanctions imposed as a result of the disciplinary hearing.
 - (m) Record (Discipline) – A record which may consist of a taped or similar electronic recording, shall be made of the proceedings. Such record may be transcribed upon request by a party at the party's expense. If the University elects to transcribe the proceedings, any party shall be provided copies of the transcript upon payment of cost to the University. The record includes all evidence, statement, affidavits, or matters officially noticed.
 - (n) The Student Affairs Disciplinary Committee shall not take into account any Student's grade point average or academic success or lack thereof in determining whether or not the Student has violated the Student Code of Conduct.
 - (o) All hearings shall be closed unless the respondent and the complainant both elect in writing to have an open hearing and the University determines that an open hearing is not prevented for student privacy reasons or other good cause.
 - (p) The Student Affairs Disciplinary Committee shall determine responsibility using the preponderance of the evidence standard of proof unless otherwise required by federal or state law, rule, regulation, or TSU policies. This means that based on the information and evidence presented to the committee, it is more likely than not that the Student has violated the Student Code of Conduct.
- (5) Procedures Related to Interim Measures or Interim Suspensions
- (a) If a Student or RSO chooses to challenge the imposition of an interim suspension, a preliminary hearing will be conducted by at least a three (3) person panel of the Student Affairs Disciplinary Committee, in consultation with University Officials. The hearing will be scheduled within five (5) working days of the Student's, or RSO's, request for a hearing. The preliminary hearing committee's sole charge will be to determine whether the Dean of Students' or designee's interim suspension decision was arbitrary and capricious or constituted an abuse of discretion. During this preliminary hearing, the Student or RSO will be

advised of the allegations against him/her/it and provided a summary of the evidence that supports the interim suspension. The information presented at the preliminary hearing will be limited to that which is relevant to the basis asserted for imposition of the interim measures. The Student or RSO will be afforded an opportunity to respond to the allegations. The preliminary hearing committee may, at its sole discretion, call witnesses or permit the Dean of Students or designee and the Student or RSO to call witnesses in support of their respective presentations. If the preliminary hearing committee upholds the Dean of Students' or designee's interim suspension decision, a formal hearing under the disciplinary procedures set forth in this policy shall be held as soon as practical, if applicable. If the preliminary hearing committee reverses the Dean of Students' or designee decision, the Vice President for Student Affairs or designee may, in his or her sole discretion, review the decision and uphold, modify or reverse the preliminary hearing committee's decision if he or she determines that the evidence does not support the preliminary hearing committee's determination.

(b) The Student or RSO will be entitled to formal hearing in accordance with the procedures described in 0240-08-01-.09 Sections 2 (Preliminary Conference), Section 3 (Hearing Options) and/or Section 4 (Hearings Before the Designated Student Disciplinary Committee), as appropriate, before a permanent measure is imposed.

(6) Conflicts of Interest

Consistent with the Student Due Process Protection Act, T.C.A. § 49-7-1704, student disciplinary proceedings involving a student accused of sexual misconduct must include protection for respondents and complainants analogous to, and no less protective than the conflict of interest provisions of T.C.A. § 4-5-303.

(7) Petitions for Readmission

(a) A Student or student organization who has been suspended from the University is not an active member of the University community. Thus, Students that have been suspended from the University for disciplinary reasons must petition to re-enter the University. In such instances, the petitioner must demonstrate that they have served the prescribed period of suspension and completed all listed conditions of their sanction. In order for a petition to be considered:

1. The petitioner must present a valid petition letter to the Division of Student Affairs a minimum of thirty (30) days prior to the class day for which the petitioner wishes to enroll.
2. The petitioner must provide documentary evidence that all conditions associated with their suspension have been satisfactorily completed in the time period outlined in the sanction letter.
3. The petitioner should include a letter describing the reason for the suspension, the behavioral changes the petitioner has made during the period of separation, and the educational career goals the petitioner wishes to pursue upon returning to the University.

(c) After consideration of the petitioners request to re-enter the University, the Dean of Student or designee may:

1. Grant the petition for readmission;
2. Deny the petition for readmission based on the petitioner's failure to demonstrate completion of the conditions associated with the suspension.

Authority: T.C.A. § 49-7-1704; T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.09 Appeals is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.09 Appeals

(1) A Student or RSO may appeal the decision of the Student Affairs Disciplinary Committee following the procedures in this section. Students or student organizations subject to disciplinary action that does not include suspension or expulsion from the University, or revocation of recognition of the student organization, do not have an appeals option. For UAPA decisions, the appeal procedures are set forth in university policy and the UAPA.

- (2) Appeal to the Vice President for Student Affairs or designee – A Student or RSO may appeal the decision of the Student Affairs Disciplinary Committee to the Vice President for Student Affairs or designee. The appeal must be submitted, in writing, to the Vice President for Student Affairs or designee within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. Petitions for appeal will be considered on the following grounds only:
 - (a) Some material error in procedure;
 - (b) Some material error in the committee’s finding of fact or conclusions of law;
 - (c) Discovery of new evidence, unavailable at the time of hearing, sufficiently strong to reverse or modify the decision which could not have been previously discovered by due diligence.
- (3) Review by the Vice President or Designee– Upon receipt of an appeal filed by the Student or RSO, the Vice President for Student Affairs or designee shall review the decision of the Committee and/or the sanction imposed. The Vice President or designee shall render a decision on the Student’s appeal based upon the contents of the Student’s appeal filing, the record made at the hearing, the written decision of the Committee, and any other information the Vice President or designee deems relevant. The Vice President or designee shall issue a written decision within ten (10) working days after the filing of the appeal and receipt of all relevant information. The Vice President or designee may, at his or her own discretion, within ten (10) working days after the date on which the Student’s right to appeal has expired, review the decision of the Dean of Students or designee or Student Affairs Disciplinary Committee absent an appeal. Upon review, the Vice President or designee may uphold, modify or reverse the decision, or determine the case does not meet the standards of an appeal. Once the Vice President or designee has made a decision, said decision will be delivered to the Student, and a copy shall be delivered to the Dean of Students/Office of Student Conduct.
- (4) Appeal to the President or designee – The decision of the Vice President for Student Affairs or designee may be appealed to the President of the University or designee. The appeal must be submitted, in writing, to the President or designee within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. The President or designee may affirm or overturn the decision of the Vice President for Student Affairs or designee in whole or in part. The President or designee may also reduce or set aside the sanctions imposed. The President’s or designee’s determination shall constitute the final decision at the institutional level.
- (5) Alternative Resolution Process – At all times during the disciplinary process, the Dean of Students or other designated University Official may pursue alternative measures to resolve disciplinary matters, including informal resolution meetings.

Authority: T.C.A. § 49-8-203 (a)(1)(D); T.C.A. § 49-8-101 (a)(2)(A).

0240-08-01 -.10 Academic Misconduct Disciplinary Committee is added to Chapter 0240-08-01 Student Conduct and shall read as follows:

0240-08-01-.10 Academic Misconduct Disciplinary Committee

- (1) The Academic Misconduct Disciplinary Committee is charged with the authority to hear cases where a Student has been determined to be engaged in academic misconduct and has received a reduced grade. A Student shall have the right to appeal that determination of a reduced grade to the Academic Misconduct Disciplinary Committee. A course instructor may choose to forward the allegations of academic misconduct to the Academic Misconduct Committee for the committee to make the initial determination of academic misconduct. In cases involving an appeal by a Student, or when an instructor requests review by the Committee, the Academic Misconduct Disciplinary Committee is only authorized to review the faculty member’s decision to reduce a student grade; the Academic Misconduct Disciplinary Committee does not have authority to impose disciplinary action, including suspension or expulsion. Any request for disciplinary action may be referred to the Division of Student Affairs for review.
- (2) Academic Misconduct Disciplinary Committee Meetings, Members, Procedures, Decision and Record – The provisions governing meetings, members, procedures, decision and record of the Student Affairs Disciplinary

Committee and all review/appeal, as set forth above, are hereby applicable to the Academic Misconduct Disciplinary Committee. Appeals from decisions of the Academic Misconduct Disciplinary Committee will be to the Vice President of Academic Affairs or designee and will be governed by the same procedures applicable to an appeal to the Vice President for Student Affairs or designee from a decision of the Student Affairs Disciplinary Committee.

**Tennessee State University
Board of Trustees**



Student Affairs Report

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: June 18, 2020

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

President Glover or her designee will provide a report on student affairs.

Division of Student Affairs Report

Career Development Center

Objective:

1. Assist students in career preparedness through career advising, counseling, programming and instructions.
2. Provide access to on-line products to assist students in making informed decisions about major/career choices.
3. Provide services to increase employment after graduation, graduate and professional education opportunities and experience while in school.
4. Collect information about students plans after graduation and on internships.
5. Develop partnerships and collaborate across campus with academic colleges, university and community organizations and departments to support students career success.

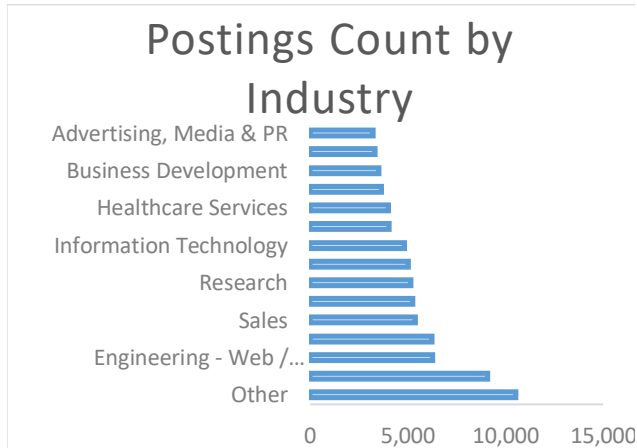
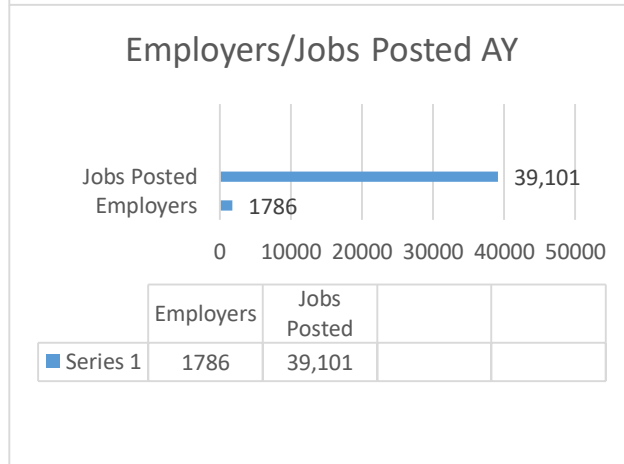
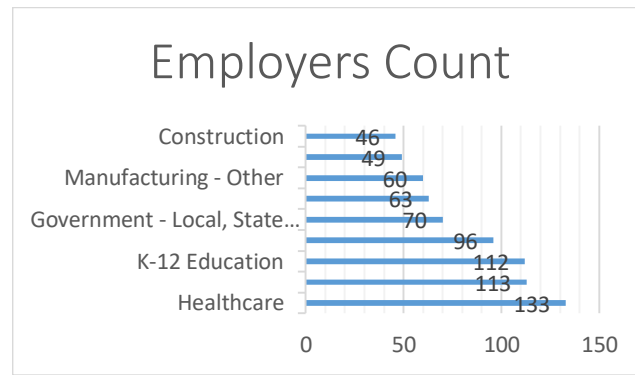
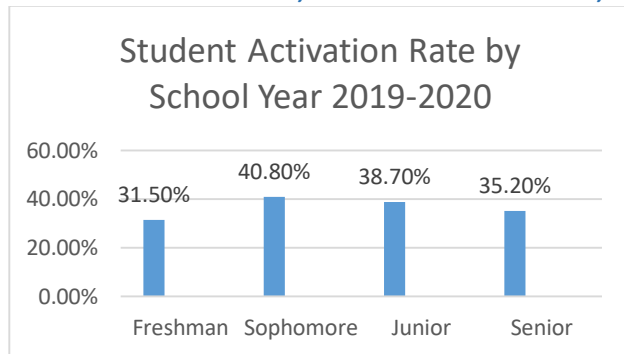
Summary

Career Development Center On Line Services:

*Handshake *InterviewStream *Kuder Assessment *The Vault

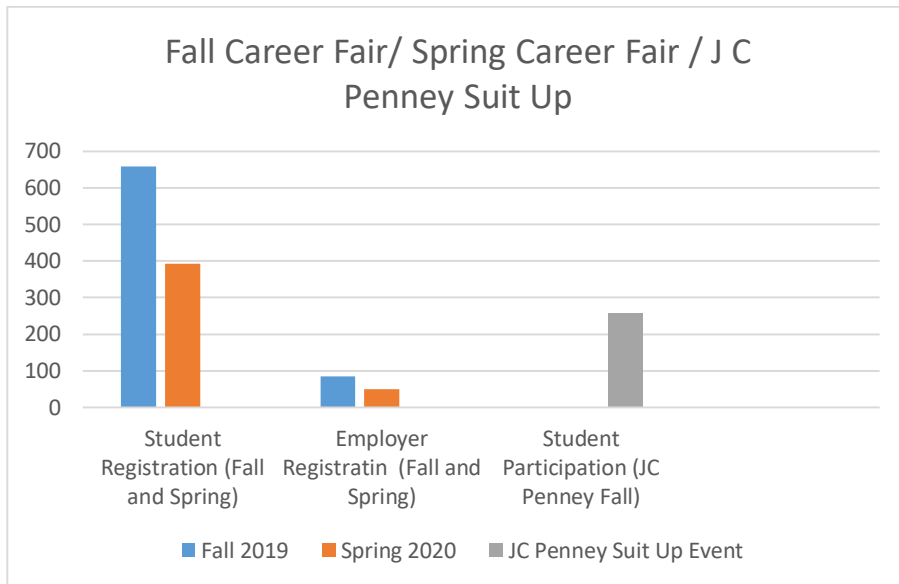
Career Center Student Walk-in's Served: 484 Students

Handshake Accounts: 4,047 Student Activations 8,178 Students Not Activated



Sponsorship / Donations: Total Received \$23,000

Career and Internship Fairs:



Employer Collaborations: The Career Development Center partners with employers in a variety of activities and resources to engage with the campus community to enhance student career exploration and preparedness, as they transition to the workforce or pursue professional /graduate studies. The following are a few companies we connected with during the AY.

NASA, National Security Agency, Department of Health and Human Services, Federal Express, Federal Bureau Investigation, Central Bureau of Investigation, Deloitte, GulfStream, Lockheed, Lily, Fifth Third, Bank of America, LADWP Los Angeles, Thurgood Marshall, The Washington Center, Creative Arts Agency, U.S.Census, Uber, Predators, Jefco Public Schools, BAE Systems, The General Insurance, Amazon.

New Employer Partnerships Secured in 2020

- The General Insurance- brief explanation
- Predators - brief explanation
- Federal Express - brief explanation

Career Development Center Opportunity:

- Encourage social networking by boosting awareness of the career centers efforts. (Marketing Research and Outreach Efforts)
- Promote and secure more sponsoship packages
- Develop a comprehensive list of recent employers who hired students from TSU, which includes Historical data from prior graduating classes for comparison