

**Tennessee State University
Board of Trustees**



**Approval of the
September 20, 2018,
Academic Affairs and
Student Affairs
Committee Meeting Minutes**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of the September 20, 2018, Academic Affairs and Student Affairs Committee Meeting Minutes

RECOMMENDED ACTION: Approval

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

The document reflecting the minutes from the September 20, 2018, Academic Affairs and Student Affairs Committee meeting is included in the November 15, 2018, Board materials.

MOTION: To approve the minutes from the Board of Trustees' September 20, 2018, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's November 15, 2018, meeting.

**Meeting of the Tennessee State University Board of Trustees
Academic Affairs and Student Affairs Committee Meeting
September 20, 2018
Tennessee State University – Main Campus –
McWherter Administration Building. President’s Conference Room
3500 John A. Merritt Blvd., Nashville, Tennessee 37209**

MINUTES

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

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

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Alisa Mosley, Associate Vice President for Academic Affairs; Dr. Curtis Johnson, Chief of Staff; Dr. Tracey Ford, Vice President of Student Affairs; Cynthia Brooks, Horace Chase, Vice President of Business and Finance; and Tamika Parker, Executive Assistant to the General Counsel.

I. CALL TO ORDER

Trustee Martin called the meeting to order at 10:40 a.m.

II. ROLL CALL/DECLARATION OF A QUORUM

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

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

Trustee Martin proceeded to the approval of the June 21, 2018, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the June 21, 2018, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Lewis seconded the motion, which carried unanimously.

IV. APPROVAL OF TSU’S POLICY ON SACSCOC SUBSTANTIVE CHANGE

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

Dr. Mosley stated that the proposed policy on SACSCOC substantive change is being presented in accordance with TSU Board Policy 003, Delegation of Authority to the President, in which the Board delegated authority to the President to establish and approve policies governing the institution, except for policies reserved for the Board's approval. The proposed policy falls within the policies reserved for the Board's approval.

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

Trustee Martin moved to recommend to the full Board the approval of TSU's Policy on SACSCOC Substantive Change, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Lewis seconded the motion, which carried unanimously.

V. APPROVAL OF NEW CERTIFICATE ACADEMIC PROGRAMS FOR PUBLIC HEALTH MANAGEMENT AND LOCAL GOVERNMENT

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

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

Dr. Mosley reported that the institution is proposing the creation of the Certificate in Public Health Management to train a cadre of highly trained public health managers and physicians in partner countries to work with scientists, advance public health agendas, and improve health outcomes by using the newest tools of public health. Benefits of the Certificate in Public Health Management are to collaborate with the Centers of Disease Control and Prevention (CDC) to improve Public Health Management for Action through the IMPACT Program, provide Generation X'ers and Baby-boomers options to progress their careers, and to provide stackable certificates that can be applied toward the credit requirements for degree programs. The certificates are anticipated to be valued from 15-18 credit hours.

Trustee Martin moved to recommend to the full Board the approval of the new certificate academic programs for public health management and local government, as contained in the Board materials for the September 20, 2018, Board meeting. Trustee Lewis seconded the motion, which passed unanimously.

VI. APPROVAL OF THE INACTIVATION OF THE SCHOOL OF PSYCHOLOGY CONCENTRATION IN THE M.S. PROGRAM IN PSYCHOLOGY

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

Dr. Mosley reported to the attendees that the discussion item does not relate to the elimination of a program, but the inactivation of the program due to unforeseen faculty turnover. Dr. Mosley stated that the program is expected to be restored once faculty positions for the position are filled. The faculty vacancies resulted from two unexpected retirements including the retirement of the head of one of the admission committees.

Trustee Martin moved to recommend to the full board that this item be returned to the committee for further consideration. Trustee Lewis seconded the motion. Trustee Sekmen asked for clarification on why the committee chair moved to revisit the item. Trustee Martin commented that the motion was in response to Trustee Lewis' inquiry whether the faculty turnover was anticipated.

Trustees Martin and Lewis voted to approve the motion. Trustee Sekmen abstained. The motion carried.

VII. ACADEMIC AFFAIRS REPORT

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

Dr. Mosley reported to the attendees that the Aristocrat of Bands performed with Keith Urban in performing the closing song, "Wasted Time," for his Nashville concert. Dr. Mosley also mentioned that Kodak Black presented the university with six gold records and visited the campus to speak with students about scholarships.

Dr. Mosley reported that the U.S. Department of Education (Department) awarded TSU an additional \$1.5 million authorized by Title III, Part F, Section 371 of the Higher Education Act of 1965 (HEA), as amended. This additional funding is due to our university's ability to meet or exceed the grant objectives. The funds will be used for the Bridge-to-Doctorate program, which provides funding to underrepresented students for academic studies through the attainment of their doctorate degrees. The funds were provided in part by the National Science Foundation.

Dr. Mosley also reported that the university has launched online course and academic program approvals as well as an online promotion and tenure application process.

Trustee Martin commended the efforts of the university's administration. Trustee Sekmen commended the efforts of the university's administration in supporting the electronic letter of recommendation process.

VIII. STUDENT AFFAIRS REPORT

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

Dr. Ford noted that TSU's participating students won the Wingate Collegiate Police Academy Award and awards from the United Negro College Fund. The university is in the process of

developing a Men's Empowerment initiative. The university is seeing gains using the Handshake application for student hiring. Dr. Ford noted that some of the success is attributed to the fact that many potential employers use Handshake. TSU's use of Handshake helps to facilitate relationships with these potential employers and is an added benefit to students. For FY 2016-17, 578 students were registered in Handshake. That number increased to 1,896 students in FY 2017-18. For FY 2016-17, 514 students participated in internships. That number increased to 909 students in FY 2017-18.

Trustee Lewis commended Dr. Ford on the work of student affairs and warmly referred to her as Ms. Sasser.

Trustee Sekmen suggested that hiring and salary data be compiled and used as a marketing tool to help recruit students to TSU.

Trustee Simpson reported that she has been awarded a three-year internship with Monsanto where she spent her first year in Corn production. She anticipated that her second year will be spent in Customer Service and her third year in sales, which will give her a comprehensive view of Monsanto's agri-business. Trustee Simpson further state that she will be eligible to apply as a Production Associate upon graduation.

IX. STUDENT TRUSTEE ORIENTATION REPORT

Dr. Glover asked Trustee Simpson to provide the Student Trustee Orientation Report as her designee.

Trustee Simpson reported that she attended the Tennessee Higher Education Commission's student trustee orientation, which was provided by Lauren Collier at THEC. She reported that the training made clear that the role of the student trustee is to be a student ambassador for the university. Ms. Simpson recommended that the student trustee attend training with the full board when it is next provided.

Trustee Martin reiterated that the student trustee's role is to bring the student's perspective to the board.

X. ADDITION BUSINESS

Trustee Sekmen asked for an update on the Nursing program. President Glover asked if Trustee Sekmen would be willing to table his request until the Association of Applied Science in Nursing's review board presented the results of TSU's students' performance on the most recent standardized test. Trustee Sekmen agreed to defer his request for an update.

President Glover reported the preliminary finding that of the thirty-one students in the associate of nursing program, twenty-five took and passed the exam, thus the tested students achieved a 100% passage rate.

XI. ADJOURNMENT

There was no further business. Trustee Martin moved to adjourn. Trustee Lewis seconded the motion, which carried unanimously.

The Board of Trustees' Academic Affairs and Student Affairs Committee meeting adjourned at 11:22 a.m.

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: November 15, 2018

ITEM: Approval of Off-Campus Academic Dual Enrollment
Program Site at Knowledge Academies Charter School

RECOMMENDED ACTION: Approval

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

Background Information

Knowledge Academies, Inc. (KA) is an open enrollment public charter school available to families residing in Davidson County with children eligible for middle through high school. The mission of Knowledge Academies is to prepare students to make the best academic and social choices leading to a successful life, connected to college, community, creativity, and culture. The KA team is committed to the service of students and families who often reside near poverty, and in many cases are English language learners.

Knowledge Academies is the first middle or high school in Tennessee to be recognized, nationally, as an Ashoka Changemaker school, where everyone has the opportunity to build positive momentum and share their talents or passion for the public good. Knowledge Academies began in 2012 with 144 students enrolled in the 5th and 6th grades. The high school was added in 2015 and currently there are 355 students enrolled. The student population is 43% African American and 38% Latino.

The initial high school graduating class will transition in May 2019. With the addition of high school students in 2015, the staff of KA wanted to insure they were offering a variety of options to enhance students' preparation for college. Dual enrollment was one of these options. KA's leadership approached Tennessee State University (TSU) faculty and staff with the idea to expand the college level courses they were currently offering their students specifically in the area of music. One of the many specialized programs offered at KA is Music for Life, a family-based, creative arts project that mobilizes communities towards the celebration of music, dance, the arts and STEM. TSU is internationally known for outstanding music programming so this was a natural partnership.

The partnership with KA will be a return to dual enrollment classes for TSU. Previously dual enrollment courses were primarily limited to Animal Science, Plant Science, and Agribusiness courses. Several years ago TSU transitioned to dual credit classes in Agriculture, Family and Consumer Science and Engineering because of an outreach initiative within Metropolitan

Nashville Public Schools. Dual credit classes are an attractive alternative because there are no GPA minimums and minimal costs to participate. However, credit for these classes is usually only accepted by a limited number of local institutions. Dual enrollment requires a minimum GPA to participate and students must be admitted to the university to participate. Students pay tuition and are taught by university faculty. At the conclusion of the course, students receive a transcript, which is accepted across the country. Dual enrollment offers a wider variety of possibilities for the student.

The initial classes to be offered in January 2019 will be Music Appreciation and General Psychology. TSU faculty will work with the KA administration to insure that the high school and university schedules are in sync and that students receive the same quality of instruction they would receive if they were taking the class on the TSU main campus. Recruitment for the classes will begin in early December.

Students will complete the TSU admission application online and the application fee will be paid by KA. TSU staff will work with counselors at KA to obtain copies of transcripts and test scores. The costs of the course will be limited to the amount of the Dual Enrollment Grant which is \$500 for the first and second course. KA staff will assist each student in completing an application for the Dual Enrollment Grant. Students who do not complete the grant application or are ineligible to receive the full grant amount will be responsible for the tuition costs. KA will also be responsible for the purchase of the books for every student who is admitted to participate.

Motion: To approve the off-campus academic dual enrollment program site at Knowledge Academies Charter School, as contained in the Board materials for the Board's November 15, 2018, meeting.

**Tennessee State University
Board of Trustees**



**Report on
SACSCOC Ten Year
Reaffirmation Review**

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 15, 2018

ITEM: Report on SACSCOC Ten Year Reaffirmation Review

RECOMMENDED ACTION: None

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

The materials for this information item can be found on the next page.

Report on SACSCOC Ten Year Reaffirmation Review

Timeline for SACSCOC Accreditation

Selection of On-site Committee Chair	September 20, 2018
Compliance Certification Due	September 10, 2019
Off-site committee review due	November 19, 2019
Institution Responds to Off-site report and submits the Quality Enhancement Plan	4-6 weeks before visit
Reaffirmation On-site Committee Visits TSU	March 30 - April 2, 2020
SACSCOC Reaffirmation Decision (public announcement)	December 20, 2020

The SACSCOC Accreditation Committee has been meeting and the subcommittees are developing drafts to be submitted by the semester's end. Currently, the university can demonstrate compliance in all areas. Enhanced activities are being developed to ensure compliance in:

- Student Achievement
- Faculty Credentialing
- Institutional Effectiveness

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: November 15, 2018

ITEM: Report on the College of Health Sciences' Nursing Program

RECOMMENDED ACTION: None

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

Report on the College of Health Sciences' Nursing Program

Accreditation Commission for Education in Nursing (ACEN)

Bachelor of Science in Nursing (BSN)

The Board of Commissioners of the ACEN affirmed continuing accreditation for the baccalaureate nursing program following a decline in licensure examination pass rates, placed the program on good cause, and requested that the institution submit a Follow-Up Report.

Associate of Applied Science in Nursing (AASN)

The Board of Commissioners of the ACEN affirmed continuing accreditation for the associate nursing program following a change in status with the Tennessee Board of Nursing and a decline program outcomes, changed the program's status to conditions, and requested that the institution submit a Follow-Up Report.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

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

Academic Affairs Report

Dean searches are underway in two Colleges:

- College of Education
- College of Health Sciences

Fall 2018 Commencement – December 8, 2018

Over 560 applications have been submitted for degree and certificate conferment. Departments with large numbers of students include

- Arts and Sciences
- Communications
- Criminal Justice
- Health Sciences
- Psychology

HBCU Rankings

The Division of Academic Affairs, through Dr. Alisa Mosley, Interim Vice President for Academic Affairs, has undertaken a review of TSU's standing in the numerous HBCU rankings, including U.S. News and World Report, Best Colleges.com, and ranking sources directly connected to HBCUs. Dr. Mosley is reviewing the criteria used in these rankings and working with the

Cabinet, Deans, Department Chairs, and faculty to ensure the application of the criteria to the institution's academic programs, enrollment, admissions, and overall operations. She will also be working with campus personnel and students to ensure that TSU enhances its strategic presence at conferences and other higher education events to bolster its reputation within the university community of scholars, academics, and students.

TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
INFORMATION ITEM

DATE: November 15, 2018

ITEM: Student Affairs Report

RECOMMENDED ACTION: None

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

The materials for this information item can be found on the following page.

Student Affairs Report
Student Training and Employment Program (STEP)

Professional Growth for Student Employees

Program Overview

Several national reports have indicated that the employment community does not believe students are career ready upon graduation. The higher education community is responding by implementing more programs and services that address these concerns. In a 2014 survey of employers, the Lumina Foundation found only 11% of business leaders strongly agreed that graduating students have the skills and competencies their businesses need.

TSU is implementing STEP, which will provide student employees the opportunity to enhance their professional skill sets, knowledge base, and leadership potential so they can excel in the student workforce and in their future career. Students who complete STEP will receive a certification that can be used on resumes and professional and graduate school applications. The UNCF Career Pathways Initiative, Student Affairs and the Career Development Center are working collaboratively to develop and implement STEP.

Traditionally, student employees have not been expected to gain competencies and skills needed for the 21st century learning environment. The goal of the program is to move students from “work-study” or “work-aid” mindset to student employment which will require them to view their assignments as real work where they will be required to learn and grow in the nine competencies outlined by the National Association of Colleges and Employers:

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.
- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.
- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.
- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates

integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

- **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.
- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Benefits of Participating

The STEP Program gives students the chance to attend free, one-hour workshops on a variety of topics related to employment and work/life balance. Students will:

- Turn their student employment into a personal and professional development opportunity
- Learn to connect their student job to their career goals
- Improve their communication, time management, and stress management skills
- Discover valuable resources available to them across campus
- Increase their cultural competency and ability to work effectively with others

How Do Students Participate?

Participation in the STEP Program will be free and open to all student employees across the campus. To earn credit for attending a STEP workshop, students must register through TigerTRACK (Handshake). The STEP workshops will be presented by experts and training specialists from across campus, alumni and the business community.

In addition to student employees, student leaders will also be eligible to participate in STEP to improve their skills as well. Students in leadership programs such as these below and others are encouraged to participate.

- Student Government Association.
- Freshman Innovation Council.
- Leadership TSU
- Tap Into My Future
- Career Development Center Student Advisory Board
- Thurgood Marshall Leadership Institute