

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

8:30 a.m. CST Thursday, March 11, 2021

Tennessee State University – Board Committee Meetings: Via Zoom Link:

ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call/Declaration of a Quorum
- III. Approval of the November 19, 2020, Academic Affairs and Student Affairs Committee
 Meeting Minutes
- IV. Report on COVID-19 Coronavirus Pandemic Academic and Student Issues
- V. Approval of Academic Program Modification Termination of Design Concentration in the Bachelor of Science in Family Consumer Science Program
- VI. Approval of Academic Program Modification Termination of School Psychology Concentration in the Ph.D. in Psychology Program
- VII. Approval of New Degree Program M.S. in Data Science
- VIII. Report on SACSCOC Accreditation Review Matters
 - IX. Academic Affairs Report
 - X. Student Affairs Report

Approval of the November 19, 2020, Academic Affairs and Student Affairs Committee Meeting Minutes

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 11, 2021

ITEM: Approval of the November 19, 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 November 19, 2020, Academic Affairs and Student Affairs Committee meeting is included in the March 11, 2021 Board materials.

MOTION: To approve the minutes from the Board of Trustees' November 19, 2020, Academic Affairs and Student Affairs Committee meeting, as contained in the Board materials for the Board's March 11, 2021, meeting.

Meeting of the Tennessee State University Board of Trustees

Academic Affairs and Student Affairs Committee Meeting November 19, 2020 Tennessee State University – Electronic MINUTES

Committee Members Present: Trustees Pam Martin, Andre Johnson, Ali Sekmen, and Nonvoting Member: Tiara Thomas.

Other Board Members Present: Trustees Steve Corbeil, Obie McKenzie, Deborah Cole, Richard Lewis; Joseph Walker III

University Staff Present: President Glenda Glover; Laurence Pendleton, General Counsel and Board Secretary; Dr. Michael Harris, Interim Provost and 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; Dr. Robbie Melton, Graduate School Dean and Assoc. Vice President and Dr. Arlene Nicholas-Phillips, Liaison to the Board of Trustees.

I. CALL TO ORDER

Trustee Martin called the meeting to order at 8:30 a.m. on November 19, 2020. Trustee Martin moved to make certain findings on the record regarding the necessity for conducting the meeting electronically without a physical quorum present due to the coronavirus pandemic. The Committee is set to take up important matters. Participation by electronic means is necessitated by the COVID-19 pandemic and accompanying guidance from the Center for Disease Control ("CDC") and the State of Tennessee to limit face-to-face contact whenever possible. Electronic participation for the Committee meeting is necessary for the safety of Board members, staff, and guests.

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 Tiara Thomas were present. Secretary Pendleton announced the presence of a quorum.

Trustee Lewis asked the committee members to state now if any of the committee members cannot hear or speak with each other. No committee members answered in the affirmative. Trustee Lewis also asked the committee members to indicate if someone is present with them from the location in which they are calling. No committee members indicated there was anyone present.

III. APPROVAL OF THE SEPTEMBE4R 24, 2020, COMMITTEE MEETING MINUTES

Trustee Martin proceeded to the approval of the September 24, 2020, Academic Affairs and Student Affairs Committee meeting minutes.

Trustee Martin moved to recommend to the full Board the approval of the September 24, 2020, Academic Affairs and Student Affairs Committee meeting minutes, as contained in the Board materials for the November 19, 2020, Board meeting. Trustee Sekmen seconded the motion, which carried unanimously by roll call.

IV. REPORT ON COVID-19 CORONAVIRUS PANDEMIC ACADEMIC AND STUDENT ISSUES

Trustee Martin announced the next item on the agenda is the report on COVID-19 Coronavirus Pandemic and student issues. This is an informational item and no vote is required. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the November 19, 2020, Board Meeting materials.

President Glover asked Provost Harris to respond to this agenda item. Provost Harris shared with the committee that due to the pandemic, the University continues to move successfully within the virtual space and has a calendar of events set for the Spring 2021 semester. He noted that during the Fall 2020 semester, the University conducted several events with major success including the Annual Veteran's Day program and a Town Hall meeting with students. He stated that the Pass/Fail option was again offered to students and that everyone was continuing to grow and learn as we all progressed through this virtual space. Provost Harris shared that the students indicated that they wanted Zoom contact and that measures were in place as the value of everyone's health was being taken into consideration. The University was also aware of the level of stress and fatigued being experienced by students, faculty and staff as we all worked together to ensure the success of our students.

President Glover added that she was very happy that the Fall 2020 semester was coming to a successful end. When the students left for Thanksgiving it would mark the end of the semester.

Trustee Sekmen stated that even though many faculty, staff and students were not current coming into his building, the date and time for the sanitizing services were clearly marked. This gave him a sense of comfort knowing that the cleaning and sanitizing processes were in place.

Trustee Corbeil asked about statistics regarding COVID cases on campus and Dr. Curtis Johnson, Chief of Staff shared that there were 125 cases diagnosed and 53 represented faculty and staff. Currently 11 persons were being held in Isolation Quarantine. Dean Frank Stevenson shared that we had 1800 students on campus and the general population was being tested weekly. This averaged to approximately 75 students being tested daily. A short discussion on the testing practices ensued. Trustee Corbeil commended the University for doing a great job in controlling active cases among students.

Trustee Martin thanked President Glover, Provost Harris and all others for all that was done regarding this agenda item and commended them for keeping everyone safe.

V. APPROVAL OF ACADEMIC PROGRAM MODIFICATION – DISCONTINUANCE OF THE BACHELOR OF SCIENCE DEGREE COMPLETION IN DENTAL HYGIENE

Trustee Martin introduced the next item on the agenda as the approval of the academic program modification – discontinuance of Bachelor of Science degree completion in dental hygiene. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the November 19, 2020, Board Meeting materials.

President Glover asked Provost Harris to present on this item. Provost Harris explained that the University, with the support of the College of Health Sciences, requested approval to proceed with discontinuing/inactivating its Bachelor of Science Degree Completion in Dental Hygiene. He said that pursuant to TSU's Academic Programs, Units and Modifications process, which includes revised programs, academic departments may seek the discontinuance/inactivation of an academic program by initiating an internal review process. The department initiates the review process by developing and proposing the new/revised academic program for review at the departmental committee, college, and University levels. The Provost and Vice President for Academic Affairs and the President must ultimately approve the submissions.

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

Provost Harris stated that the decision to inactivate this program comes with the following teachout plan to assure successful matriculation for the three (3) remaining students. The Department of Dental Hygiene has identified two core elective courses within the College of Health Sciences that students can choose from to fulfill their degree requirement for spring 2021 graduation. He added that they intend to provide an online alternative which will be directed to students who graduated with an Associate degree, who are working and wanted to pursue their Bachelor degree while working. He commented that currently the Associate degree program was very robust.

Trustee Martin moved to recommend to the full Board the approval of an academic program modification – discontinuance of Bachelor of Science degree completion in dental hygiene, as contained in the Board materials for the November 19, 2020, board meeting. Trustee Sekmen seconded and the motion carried unanimously by roll call vote.

VI. APPROVAL OF TITLE IX EMERGENCY RULE

Trustee Martin announced the next agenda item as the approval of the Title IX Emergency Rule. She asked President Glover or her designee to provide pertinent information related to this agenda item. The material is included in the November 19, 2020, Board Meeting packet.

President Glover asked Dean Stevenson to comment on this agenda item. Dean Stevenson explained that this was regarded as a house keeping item and it was in keeping with the best practices of the other LGIs.

Dean Stevenson noted that a detailed outline of the Emergency Rule filing form and the Rule Compliance are included on pages 125 through pages 137 in the Board materials for the November 19, 2020 board meeting. Attorney Pendleton added that the Office of Equity and Inclusion would be the area charged with implementing the regulations outlined in Title IX and that the Title IX Coordinator for the University his housed in the Office of Equity and Inclusion.

Seeing no further discussion was needed, Trustee Martin moved to recommend to the full Board the approval of the Title IX Emergency Rule, as contained in the Board materials for the November 19, 2020, board meeting, and to grant the President the authority to make any appropriate technical or required legal changes to the rule, including changes required through the state approval process. Trustee Sekmen seconded and the motion carried unanimously by roll call vote.

VII. REPORT ON SACSCOC ACCREDITATION REVIEW MATTERS

Trustee Martin introduced the next item on the agenda as the report on SACSCOC accreditation review matters. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda items, as contained in the Board materials for the November 19, 2020, Board Meeting.

President Glover called on Provost Harris to announce the updates relating to this agenda item. Provost Harris was very excited to share with the committee that immediately following the last Board Meeting on September 24, 2020, the University submitted the Compliance Certification Report (CCR) on September 25, 2020. Proudly, this was ahead of the designated deadline.

Provost Harris specifically outlined the timeline pertaining to the upcoming On-Site Reaffirmation Committee visit and the time-frame for responding to any recommendations. He referenced the Quality Enhancement Plan (QEP) and also stipulated that by December, 2021, we should receive the SACSCOC Board of Trustees Reaffirmation decision. Provost Harris also mentioned the new software, NUVITIVE that was being used to track outcomes and strategic planning.

Trustee Sekmen added that working on these accreditations for SACSCOC has brought everyone closer together, working together. He admired the result of this collaboration and suggested that even after this process, everyone should continue to work closely together as they had been. He took this opportunity to also praise the Intensive English Center at TSU for the impending CCA accreditation. The only HBCU to have such an accreditation. A major accomplishment in such a short time. He also stated that he believes this could help our enrollment.

Following a brief discussion, President Glover then praised the efforts of everyone: faculty, staff and the leadership of Provost Harris. Trustee Cole warned against being too eager in stating that "this could never happen again". Provost Harris pointed out that we were being "cautiously optimistic" in our approach.

Trustee Martin then thanked President Glover and Provost Harris for the report. She was then joined by all the other Trustees in applauding the efforts of everyone and commended the team on the fact that Silver and Associates were still being retained.

VIII. ACADEMIC AFFAIRS REPORT

Trustee Martin announced the next agenda item as the Academic Affairs Report. Information regarding this Academic Affairs and Student Affairs Committee agenda item is included in your board materials dated November 19, 2020. Trustee Martin asked President Glover and her designee to provide pertinent information related to this agenda item.

President Glover asked Provost Harris to comment on this agenda item. Provost Harris detailed the outline found on pages 144 through 148 in the November 19, 2020 Board Meeting materials. He highlighted the opportunities and challenges regarding the strategic alignment. He pointed out the Title III received a 20% increase this year (\$1.8 mil). He mentioned the completion of the academic calendar, student partnerships, strategic plan implementation, faculty VESP and faculty development. He also thanked everyone again for all the hard work put in to achieving these goals.

Provost Harris then went on the briefly mention some of the other programs that were being considered. Regarding students, he promised that he will not tolerate faculty who are not being compassionate while maintaining high standards.

Trustee McKenzie asked about whether nor not "Block Chain" was incorporated into our curriculum for our students. He felt that our students needed everything that would be needed to help them in the real world. Trustee Sekmen concurred. Provost Harris added some enlightenment on this topic. Trustee McKenzie again commented on adding programs such as "the digitalization of money" in an effort to stay ahead of the market and exposing our students to the moving trend. President Glover agreed and welcomed continuing the conversation on this topic.

Trustee Martin then thanked President Glover and Provost Harris for the report.

IX. STUDENT AFFAIRS REPORT

Trustee Martin introduced the next item on the agenda as a Student Affairs report. Trustee Martin asked President Glover or her designee to provide pertinent information related to this agenda item. Information pertaining to this agenda item is included in the November 19, 2020 board materials.

President Glover asked Dean Frank Stevenson to provide pertinent information related to this agenda item. Since this was an informational discussion item, no vote was required. Dean Stevenson shared updates outlined on pages 151 and 152 in the Board materials for the November 19, 2020 Board meeting. Dean Stevenson reminded the committee that the Division of Student Affairs was like "front line workers for the university when it came to engaging with students and ensuring their success". He said that his team worked on several areas to accomplish this including ensuring that the website was made clean and accessible to the students. He stated that a Standard Operating Procedure and Policies manual was put in place so as to maintain consistency as personnel changed in the Division of Academic Affairs. He promised that a copy will be placed in each department of the Academic Affairs division.

Dean Stevenson stated that the Division of Academic Affairs, in collaboration with the Department of Budget and Finance, along with the Office of Financial Aid all came together to develop guidelines for applying for "Hardship Dollars". He stressed that several students met the requirements but were also impacted by the effects of COVID. They were able distribute approximately \$500,000.00 Hardship Dollars.

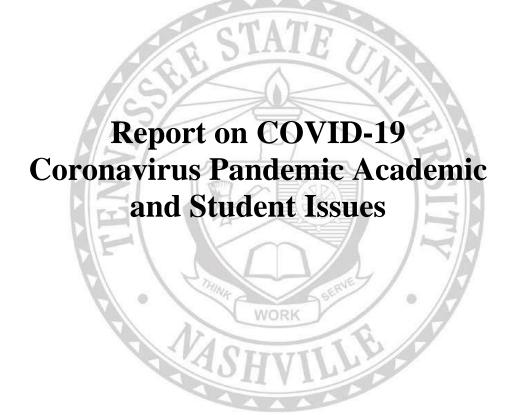
Dean spoke about several successes with the students. He congratulated the Student Leadership and the 2nd runner-up placement of Ms. TSU, Ms. Moriah Rhodes, in a national HBCU pageant. He shared the success of the Voter Registration drive that was held, where over 200 students were registered for voting. Another hugely successful endeavor was the "Power to the Polls" initiative where the students were actively engaged in going to the polls and assisting others in getting there for our recent Presidential Elections. Several of the students who participated were freshmen and first-time voters.

Dean Stevenson stressed they were continuing to take the temperature of students and paying close attention to the added mental stress placed on students during this time. Particular attention was placed on the students being held in the IQ Zone (Isolation & Quarantine zone). They were working closely with counsellors and members of the student health services center in recognizing National Suicide Prevention and Depression. Student Tele-health services were also instituted for the engagement of our students. Dean thanked everyone who came together in assisting in keeping our students safe and comfortable during this time of COVID-19, including security, meals, having isolation rooms made move-in ready.

Trustee Martin commended Dean Stevenson and his team for everything that was done for our students.

X. ADJOURNMENT

Trustee Martin asked if there was any additional business. Seeing none, she moved to adjourn the meeting, and the motion was seconded by Trustee Sekmen which carried unanimously by roll call vote. The meeting was adjourned at 9:50 am.



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 11, 2021

ITEM: Report on COVID-19 Coronavirus Pandemic Academic

and Student Issues

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

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

COVID-19 Academic and Student Issues

The realities of COVID-19 including the spike in cases across the city, state, and nation during December necessitated in the continued vigilance for on-campus learning and working for spring 2021. With the promise of vaccines becoming a reality, we took steps to ensure that students, faculty, and staff are focused on health and safety as transition planning begins. This semester, TSU took a similar approach to Fall 2020 through a focus on maximizing virtual course delivery, activities, and workspace opportunities.

- a. Virtual Learning for the spring 2021 semester, faculty members continued to have access to training on online instructional course design, pedagogy best practices, and eLearn. In addition, Academic Affairs pushed the need for students to have access and contact, via online resources, with their faculty members in order to maintain open lines of communication. This was in direct response to informal and formal requests for additional faculty contact to improve retention and course success during the fall semester.
- b. "Safer at Home" mimicking the successful Fall 2020 plan, TSU implemented a two week "Safer at Home" during the first two weeks of the semester. As such, ALL courses, regardless of permanent course delivery method, were offered online to prioritize social distancing upon campus return.
- c. Commencement following two successful virtual commencements (August 2020 and December 2020), the decision was made to hold the spring 2021 commencement virtually on May 1, 2021. This is the safest and most appropriate venue given the ongoing state of the pandemic.

Approval of Academic
Program Modification –
Termination of Design
Concentration in the
Bachelor of Science in
Family Consumer Science
Program

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 11, 2021

ITEM: Approval of Academic Program Modification –

Termination of Design Concentration in Bachelor of

Science in Family Consumer Science Program

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee.

Trustee Pamela Martin

The materials associated with this agenda item are included in the March 11, 2021 Board materials, below.

The University, with the support of the College of Agriculture, requests approval to proceed with termination of its Design Concentration in the Bachelor of Science degree in Family and Consumer Science.

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

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

Background

As part of the Academic restructuring, the Design concentration within the Family and Consumer Sciences BS degree program was transferred to the Department of Art in 2017. The Design curriculum and faculty member teaching Design classes were also moved to the Department of Art. Subsequently, the Department of Art was renamed as the Department of Art and Design by action of the University Board of Trustees at that time.

In Spring 2018 semester, students pursuing Design concentration within the Family and Consumer Sciences degree were given the option of remaining within the Department of Human Sciences and completing the required courses or moving to the Art degree with Design concentration. Some students transferred to the Art department to pursue the Art degree with Design concentration while two students remained with the Family and Consumer Sciences degree and pursued Design concentration. These students were able to take Design classes from the Art Department.

The academic action is submitted to document this relocation of the Design concentration within the Family and Consumer Sciences degree and to ensure that this change is reflected in the Academic Program Inventory.

MOTION: To approve the academic program modification – termination of design concentration in the Bachelor of Science in Family Consumer Science Program, as contained in the Board materials for the Board's March 11, 2021, meeting.

Approval of Academic
Program Modification —
Termination of School
Psychology Concentration in
the Ph.D. in Psychology
Program

TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 11, 2021

ITEM: Approval of Academic Program Modification –

Termination of School Psychology Concentration in the Ph.

D in Psychology Program

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

The materials associated with this agenda item are included in the March 11, 2021 Board materials, below.

The University, with the support of the College of Education, requests approval to proceed with termination of its School Psychology Concentration in the Ph.D. degree in Psychology.

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

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

Background

The School Psychology concentration of the Ph.D. Psychology program has been chronically low in enrollment. The concentration is ineligible for accreditation, which limits the ability of graduates to pursue licensure.

MOTION: To approve the academic program modification – termination of school psychology concentration in the Ph. D. in Psychology program, as contained in the Board materials for the Board's March 11, 2021, meeting.



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

ACTION ITEM

DATE: March 11, 2021

ITEM: Approval of New Academic Program – M.S. in Data

Science

RECOMMENDED ACTION: Approval

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

The materials associated with this agenda item are included in the March 11, 2021 Board materials, below.

The University, with the support of the College of Engineering, requests approval to proceed with the offering of its Master of Science in Data Science degree.

This request is the result of the TSU Board of Trustees June 2020 approval of Letter of Notification for the proposed program, and subsequent THEC approval of the LON and New Academic Program Proposal on February 10, 2021, wherein the proposed program satisfied all requirements with conducting a site visit and responding satisfactorily to all recommendations and suggestions by the external reviewer.

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

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

Background

The Master of Science in Data Science Program brings computer science, applied mathematics, and statistics together to prepare its graduates for seeking careers in data science or pursuing PhD in relevant areas. The MS in DS Program is designed to be a fully online with optional on campus immersion experiences. Upon completing the proposed program, students will have right blend of theory and practice of computer science and applied mathematics to draw insights and to extract information from large data.

The program is suitable for students with an undergraduate degree in STEM or with a minor in Computer Science or Mathematics. The program is particularly suited the students who seek advanced credentials for employment in various areas of Data Science. It is also appropriate for students who intend to pursue a doctoral degree in Data Science or related fields. The proposed program will be offered online so that the program can accommodate working IT professionals.

MOTION: To approve a new academic program – M.S. in Data Science, as contained in the Board materials for the Board's March 11, 2021, meeting.



TENNESSEE STATE UNIVERSITY BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 11, 2021

ITEM: Report on SACSCOC Accreditation Review Matters

RECOMMENDED ACTION: None

PRESENTED BY: President Glover

President Glover and/or her designee will present a report on SACSCOC Accreditation Review Matters.

SACSCOC Accreditation Review Matters

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

Starting in July 1, 2020, the Office of the Provost and Vice President for Academic Affairs has led the work on ensuring the successful submission of the SACSCOC documentation. As of July 1, 2020, the reaffirmation report was 9-12 months behind! On July 1 the SACSCOC draft report had, after 3 years of work, 44 standards (out of 73) completely out of compliance! The successful submission of the report in September was a monumental accomplishment led by Academic Affairs and the Provost. On September 23, 2020, the President and Provost reviewed the final product and on September 25, 2020, the University's Compliance Certification was submitted to SACSCOC – ahead of the SACSCOC deadline provided for submission.

In early November, the SACSCOC Off-Site Reaffirmation Committee reviewed the University's CCR and all documentation submitted to determine if the University is in compliance with the 73 standards contained in the *Principles of Accreditation*. On December 1, 2020 the University received the SACSCOC Off-Site Reaffirmation Committee Preliminary Report which yielded fourteen (14) compliance issues (the average is 15-20 across SACSCOC institutions). In response, an institution is required to prepare a Focused Report. The Focused Report is an opportunity to respond to the 14 compliance issues. On February 1, 2020, the Steering Committee completed its work and the Focused Report and Quality Enhancement Plan were mailed to the On-Site Reaffirmation Committee on February 2, 2021.

The SACSCOC On-Site Reaffirmation Committee Roster and Preliminary Itinerary for the virtual on-site visit scheduled for March 16-18, 2021 was received by the University. In preparation for the on-site visit, Silver and Associates conducted a Mock Visit with the campus on February 25, 2021. In addition, the Office of the Provost and Vice President for Academic Affairs has prepared a *Guide to Preparing for Mock Visit and On-Site Committee Visit* which has been disseminated to the campus community.

Next Steps and Timeline

- o March 16 18, 2021 On-Site Reaffirmation Committee will visit the campus virtually. As of now, we still have one major issue to address Outstanding item is the FY19 and FY 20 financial audits. We have responded in our Focused Report narrative that the audits will be made available for on-site in March. We believe that a large portion of the visit will focus on standards in section 13 (finances) and the Ouality Enhancement Plan (discussed in the next section of this report).
- o Fall 2021 The University prepares a response to any recommendations in the Report of the Reaffirmation Committee.
- o December 4-7, 2021 SACSCOC Board of Trustees Reaffirmation Decision.

II. Quality Enhancement Plan

SACSCOC standard 7.2: The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies;(c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement. (Quality Enhancement Plan)

In accordance with the above-cited SACSCOC standard, in November 2017, the University established the Topic Research Committee which hosted a well-attended campus-wide faculty and staff form in January 2018. Faculty and staff members at the forum were invited to submit short QEP topic proposals during the spring 2018 semester. As a result, two sets of proposals were recommended by the Topic Research Committee for development into full QEP prospectuses and writing teams were commissioned to prepare these documents. As a result of this broad-based involvement, the QEP prospectus entitled *Care, Academics, Development, Navigating Careers, and Engagement* (CADENCE) was presented to and approved by the President. The University's QEP seeks to improve student success and career outcomes through a coordinated network of support services with a focus on students' personal and career goals.

QEP Overview

The University has developed a 2021–2026 Quality Enhancement Plan (QEP) as a part of the SACSCOC reaffirmation process. SACSCOC Principle 7.2 requires member colleges and universities to develop a QEP focused on improving student learning and/or student success. TSU's QEP was developed in a campus-wide process from 2018 to 2021 and is titled CADENCE. CADENCE focuses on holistic advising, including the integration of advising and career development. CADENCE stands for key steps in a student's educational journey supported by effective advising: Connect \rightarrow Assess \rightarrow Develop \rightarrow Engage \rightarrow Navigate \rightarrow Create \rightarrow Excel.

QEP Completion and Submission

The CADENCE QEP has been completed and submitted for review to the SACSCOC On-Site Reaffirmation Committee. Silver and Associates reviewed and provided feedback on five drafts of the QEP completed in September, October, November, and January (two drafts) as well as the final document. The final two reviews affirmed the plan without recommendations for revision.

QEP Promotion

The completed CADENCE QEP and one-page guide to the plan were distributed to the University faculty and staff at the beginning of February, and a summary of the plan has been published online at www.tnstate.edu/qep. The co-chairs of the QEP Working Committee met attended the January meeting of the Faculty Senate to discuss the CADENCE QEP, and further informational meetings with administrators, faculty, staff, and students are planned in preparation for the on-site "mock visit" conducted by Silver and Associates on February 25 and the SACSCOC on-site visit from March 16–18.



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 11, 2021

ITEM: Academic Affairs Report

RECOMMENDED ACTION: None

PRESENTED BY: Chair of Academic Affairs and Student Affairs Committee,

Trustee Pamela Martin

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

ACADMIC AFFAIRS REPORT

Fall 2020 – Highlights and Reflections

In the face of immense challenges, the Fall 2020 semester was a successful display of TSU's campus community. The resilience of students, faculty, and staff cannot be overstated. All parties adapted to the new demands of the classroom and workspace. This is reflected in the productive course delivery, research, service (campus and public), report writing, and overall employee accomplishments demonstrated across all Academic Affairs units and colleges.

The Office of the Provost and Vice President for Academic Affairs, in an effort to ensure the true depth of accomplishments was captured, required all reporting areas to submit an 'End-of-Semester' report in December 2020. The reports paint a picture of a campus on the move – making change, producing results, fostering camaraderie, and maintaining the standards necessary for success. The accomplishments are too numerous to list individually but a few highlights are listed below.

- Submission of the SACSOC Compliance Certification for 10 year reaffirmation
- Completion of the TSU Strategic Plan 'Pathway to Success 2025'
- Successful submission of the FUTURE grant for \$1.5 million and reallocations of the the HBCU and HGBI grants for \$11.5 million collectively. This reflects a \$1.8 million increase in funding for Title III from FY 20.
- Delivery of the TSU Veteran's Day dedication and thank you celebration. The event was held virtually and attended by over 150 individuals.
- Academic Success Advisors documented 3829 student interactions with 1597 students.
- The College of Life and Physical Sciences faculty published 30 peer-reviewed articles.
- Dr. Learotha Williams' (History) work on North Nashville was featured on the Nashville Public Television Documentary, "Facing North, Jefferson Street," aired on September 21st.
- Drs. Frances Williams and Quincy Quick were recognized as two of the top 1,000 inspiring black scientists in the United States by Cell Mentor magazine.
- The College of Education was awarded an extension to the Aspiring Assistant Principals network grant from the Tennessee Department of Education 775,000.00.
- Extended Education received a 2020-2021 Student Engagement, Retention, and Success (SERS) grant in the amount of \$50,000 from the Tennessee Board of Regents to develop and expand a cluster of academic services that pave a seamless path to completion for Veteran students.
- During its fall meeting, the Commission on Accreditation in Physical Therapy Education granted the TSU DPT program full accreditation with no reporting requirements for next 10 years.
- The College of Agriculture received funding from the Maddox Foundation to launch Nashville Zoo Internship program. Currently, 3 animal science students are interning at the Nashville Zoo and will continue next semester.

- The College established a Business Leaders Speakers Bureau. The Bureau is designed to invite mid- to senior-level executives to partner with the College to empower our students to become global business power brokers with presentations showcasing innovative and practical knowledge and skills.
- Virtual Events/Activities Honors College orientation, Academic Success Center advising, Academic Affairs-initiated Financial Aid FAFSA happy hours, performing arts events (band, choir, theatre), several program speaker series events, research talks, and more.

These are just a small sample of the successful initiatives, programs, and other accomplishments the units and colleges in the Academic Affairs division completed during the Fall 2020 semester. The list above alone demonstrates the commitment and overall performance of Academic Affairs during the most challenging of years.

Spring 2021 and Beyond

While Spring 2021 started much like Fall 2020, the semester is unique in that the SACSCOC site visit takes place March 16th-18th. This is a once every ten years reaffirmation of the University's successful provision of programming and services. The site visit is the most impactful event of Spring 2021.

The SACSCOC site visit is the central player this semester, Academic Affairs continues to look forward. The transition planning to return to campus (during a future semester) will begin in earnest this semester as vaccinations increase and protocols are lifted in response. Academic Affairs is prepared. Part of this preparation is to ensure health and safety while also keeping an eye on making improvements in the delivery of our programs and services upon campus return.

A large part of our work is focused on student retention and graduation and our efforts to be innovative and tactical in our approach while leading change, the Office of the Provost initiated two "Extreme Winter Semesters" – one week semesters wherein students can take a three credit course. Both of these semesters (offered in January 2021) allowed students to take general education and upper division credits in a piloted set of programs. Moreover, the academic units continue to offer enhanced online course delivery and that remains the primary delivery method for spring 2021. As of February 8, 2021, 83 percent of spring 2021 courses are offered online (19 percent asynchronous and 64 percent synchronous), 11 percent are offered on-ground, and 6 percent offered using a hybrid format. This is similar to fall 2020 course delivery methods distribution.

Even in these challenging semesters, we focus on instruction, research, and service in a comprehensive, intentional set of strategies to move the University forward. This requires campus wide participation from staff, faculty, and students. In following with the TSU Strategic Plan, approved by the Board of Trustees in September 2020, intentional goals and objectives and action plans are designed and implemented across campus. While we face truly daunting realities, the Office of the Provost and Vice President for Academic Affairs continues to take an innovative approach to the delivery of courses, services, and planning to place TSU and our colleges and units in the best position moving forward.

Academic Program Planning and Review

Academic Affairs is working with academic programs through several operational and planning projects. These projects focus on improving data collection and analysis, course planning, and program improvements/enhancements. By leveraging existing resources, the Office of the Provost and Vice President for Academic Affairs has taken steps to identify areas for growth, procedure review, and documentation assessment.

- a. Annual Health Check TSU partners with EAB on a variety of academic planning and data analysis projects including Student Navigator, Professional and Adult Education, Academic Affairs Forum, and Academic Performance Solutions. During the spring 2021 semester, Academic Affairs is working with EAB Academic Performance Solutions to conduct Annual Health Checks with academic departments and programs. The Annual Health Check is a snapshot view of program enrollment, enrollment trends, course optimization, course grade distribution, role of service courses, and several other health indicators. EAB provided two specialized trainings to Department Chairs and Deans, held office hours for faculty as they worked in the system, and provided materials to guide programs through the process. The Annual Health Check affords programs with the opportunity to assess their course delivery, areas of growth, course distribution and timeline while also providing a first step in utilizing the powerful EAB APS system.
- b. Course Enrollment/Workload the Office of the Provost has asked Program Coordinators, Department Chairs, and Deans to take a systematic look at course enrollments and workloads. The purpose is to ensure that all units are fairly and strategically allocating their courses to maximize student retention, progression, and graduation while simultaneously adhering to the faculty workload policies. Through the low enrollment action request process, the Office of the Provost is able to review the various enrollment issues impacting the University.
- c. Growth Opportunities the Office of the Provost, academic Colleges, and Departments continue to focus on opportunities for program and enrollment growth. Areas across the University continue to assess market and community needs to propose degree programs that best serve the stakeholders of TSU, Nashville, and Middle Tennessee. Programs in Environmental Science, Data Science, Public Health, and Music are at various stages of the proposal and implementation process. Moreover, the Office of the Provost works with EAB to run market and feasibility studies for potential programs at the undergraduate and graduate level.
 - a. The growth opportunities include the list of potential future programs presented at the September 2020 Board meeting. Several of these programs are taking steps. For example, the College of Liberal Arts has a proposal in progress for a Bachelors in Black Studies, the College of Agriculture is working with THEC to finalize the Ph.D. in Agriculture, and the Music Department is working on documentation for submission to SACSCOC for the Masters of Music.

Furthermore, the Office of the Provost is working with EAB on a market report for the Bachelors of Science in Nonprofit Leadership.

Unit Planning and Review

Similar to the academic program planning, the Office of the Provost is working with service units in the Academic Affairs Division to identify and assess areas for improvement, change, and growth to better serve our students and other stakeholders. These improvements help streamline and create operational efficiencies that assist in the smoother delivery of key components of a student's collegiate experience including financial aid, information technology, registration, testing, and advising.

- a. Financial Aid beginning in November 2020, the Office of the Provost began holding regular meetings with Financial Aid staff to address issues raised by the Student Government Association. Our Office receives a steady flow of intense complaints regarding financial aid. Following several conversations with Financial Aid staff, we are moving forward in planning and implementing operational changes.
- b. Academic Success Center the Academic Success Center (formerly the Student Success Center) is the main hub for advising first year students on campus. Over the past six months, several leadership, process, and program changes have taken place to better provide advising and coaching services for TSU students. These changes include creating the 'Access to Success' forums for new students prior to the beginning of their first semester (piloted spring 2021) and, most importantly, the merging of the S2S coaches into the Academic Success Center. This merge was the first step to a more seamless, structured, and integrated student advising and mentoring procedure.
- c. Administrative Staff Forum the Office of the Provost continues to identify areas for improvement amongst service units and on February 19th the first administrative staff forum was held. The purpose of the administrative staff forums is to get feedback from front line and end user employees who we rely on for the completion of tasks that keep our offices flowing and functional. This is part of the larger quality assurance planning process (as is the financial aid review) to identify ways in which the Office of the Provost can target areas for improvement and resource/training needs. Currently, administrative staff are responding to a brief survey to assist with this review process and the second forum will take place on March 26th.

Strategic Plan Implementation

The Implementation of Strategic Plan "*The Pathway to Excellence 2025*" The TSU Strategic Planning Steering committee presented the Strategic Plan (Plan) to the Board of Trustees at the September 2020 meeting; the plan received full board approval.

The first stage of the strategic plan implementation also began in September and focused on developing strategies for each of the objectives. Forty-seven (47) faculty and staff from every college and every academic support unit worked with representatives from university support units such as human resources, IT, facilities management and alumni affairs. The thoughtful and

deliberate work of this group concluded in mid-November and produced ninety-three (93) strategies.

The implementation stage is the most fluid part of the strategic plan because the process leads to revisions, amendments, and changes as different actors begin their engagement. Moreover, participants are required to respond to environmental factors. A second group of nineteen (19) faculty and staff met twice per week until the end of December to develop a document that was the result of intense review of each proposed strategy and an outline of methods of assessments, performance targets, units responsible for the strategies and budgetary needs. The efforts of this group produced sixty-two (62) strategies.

Institutional Effectiveness, Research, Planning and Assessment (IERPA) staff began meeting with representatives from each of the responsible departments to ensure that there is a full understanding of 1) the strategy, 2) the assessment method and 3) the timeline for completion. This phase of implementation also requires identifying the resources that will be required for each strategy. Resources are defined not only as funding but can include personnel and technology needs. Each workgroup identified what they thought would be the budgetary needs of each strategy however the department will have insight in to processes and available resources which can illuminate this category.

In January, OIERPA produced the first Strategic Plan Progress Report and submitted to the Office of the Provost.

The first round of meetings with individual departments was completed on Thursday, February 4^{th} . The next round of meetings will involve strategies that are assigned to multiple departments. These meetings are planned for the week of February $8^{th} - 12^{th}$. These meetings have resulted in 1) further refinement of the strategies, 2) corrections/additions as it relates to responsible departments and 3) and in some instances modification of the methods of assessment.

Monthly follow-up meetings will be scheduled to ensure that every department unit is on schedule for full strategy implementation for academic year 2021-2022 beginning July 1, 2021. In limited instances, departments have identified strategies for academic year 2020-2021 and have data to report for the academic year.

Next Steps and Timeline

- February 4, 2021 Completion of meeting with responsible departments
- February 8 12, 2021 Completion of meetings when strategy implementation is the responsibility of multiple departments.
- March April 2021 Follow-up meetings with departments
- June July 2021 Collection of results/data from departments
- August 2021 End of year progress report submitted to Provost

Professional Development for Faculty and Staff

Title III and the Office of the Provost and Vice President for Academic Affairs are collaborating on two exciting opportunities for faculty and staff. The faculty development project is managed by the Office of the Provost and offers faculty with funds (through an application process) to attend professional development events (workshops, trainings, conferences, certifications etc.) that contribute to their career development and job performance. Thus far, faculty have applied and been awarded with funds to become Qualtrics certified, certified as a Cardiographic Technician, and attend professional conferences. This project will also provide on-campus (virtual) events for faculty following the completion of the faculty development survey.

The staff development project offers a series of training and workshop events for staff to gain skills and knowledge related to a diverse range of topics including time management, healthy living, and office management. Title III distributed a staff survey to gain insight into professional development needs from the staff perspective.

In addition to the Title III partnership, the Office of the Provost maintains a faculty travel (virtual) fund for faculty members presenting their research at conferences and other events, works with EAB to provide workshops on various academic issues including growing graduate programs, program design/course completion, and employer partnerships (to be held in April 2021).



TENNESSEE STATE UNIVERSITY

BOARD OF TRUSTEES

INFORMATION ITEM

DATE: March 11, 2021

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 to the Board

The Tennessee State University Police Department (TSUPD) now located, organizationally, within the Division of Student Affairs. TSUPD is dedicated to providing a safe and secure educational environment through collaborative interaction with students, faculty and staff recognizing the multicultural and diverse university community. Campus safety remains TSUPD's primary focus and we continue to strive toward a level of excellence throughout the ranks to make our members and guests feel safe in our hands around the clock. Although we often focus on ways we can improve on the service provided to the campus community, it is important to share the accomplishments of the department to continue to set and accomplish more goals for ourselves and the University. Over the past five years, TSUPD has achieved many specific goals within three broad themes. The first is maintaining a solid foundation through strategic planning with a focus on updating our processes and procedures. The second is building trust with those with an emphasis on community policing and visibility Finally, TSUPD is committed to making excellence our habit.

In order to provide a safe and secure environment for our campus community and guests, TSUPD remains committed to maintaining an excellent infrastructure. Over the past five years, TSUPD has purchased and implemented Power DMS Software that prepares the department to properly submit accreditation information; purchased new digital radio system that provides better operations on campus and relationship with Metropolitan Nashville Police Department to provide additional layer of campus protection and meet federal guidelines in event of local emergencies; purchased a new Computer Aided Dispatch system which improved information dissemination timeliness; and facilitated a system for digital recording of incident reports allowing for more effective and efficient digital transmission of incident reports. These foundational changes have positively impacted the department infrastructure in a way that strengthened relationships with agencies on and off campus and increased the department's efficiency which contribute to the safety of our students.

In addition to our commitment to a solid infrastructure, we are also committed to building trust with the community we serve. TSUPD's awareness of the campus community climate compels us to be a visible unit and build meaningful campus relationships. In the 2016-17 Academic Year, TSUPD emphasized community policing with a re-emergence of the bike patrol unit on campus. In a concerted effort to be more visible, there are more computers in patrol vehicles so officers can report while maintaining visibility and coverage. There was an additional power shift added on the third shift until 4am allowing for more visibility that also directly led to a reduction of crime on campus. In a 2018-19 survey of Freshmen students, 85% stated they felt safe on campus. In addition to presence, officers have received crucial to de-escalation and mental health response training. TSUPD continues to be committed to visibility and community policing as the numbers show that correlates to the feeling of safety of the TSU community.

TSUPD will continue to make excellence our habit as we serve the members of the TSU community and our guests. In the 2016-17 Academic Year: we created the Dignitary Protection Unit for high profile visitors and speakers on campus to feel just as safe as our campus members

do when they arrive for events; we created the RAD (Rape Aggression Defense) Program to train men and women on self-defense in emergency instances; and the number of reported crimes reduced by 21 percent from the previous year. In these previous five years, we have seen several reductions year to year in the number of crimes reported. Tennessee State University has been ranked in the top ten percent (10%) of safest colleges of the United States. Chief Gregory Robinson was selected as the 2019 IACLEA International Administrator of the Year and was selected as the 2020 Southeast Region Chief/Director of the Year. Tennessee State University was ranked in the top 5 schools across the country where students said they felt safest on campus and TSUPD is dedicated to continuous improvement on the goals we have already accomplished.