

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

MINUTES

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

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

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

I. CALL TO ORDER

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

II. ROLL CALL/DECLARATION OF A QUORUM

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

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

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

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

IV. APPROVAL OF TENURE AND PROMOTION RECOMMENDATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. APPROVAL OF REVISED ACADEMIC PROGRAMS

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

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

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

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

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

VI. APPROVAL OF ACADEMIC PROGRAM NAME CHANGE

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

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

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

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

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

VII. APPROVAL OF OFF-CAMPUS ACADEMIC PROGRAM SITES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIII. ACADEMIC AFFAIRS REPORT

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

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

Number of Undergraduate Degrees

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

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

Progression Points for the Outcomes Formula

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

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

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

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

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

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

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

IX. REPORT ON ENROLLMENT

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

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

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

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

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

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

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

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

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

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

X. REPORT ON THE ACADEMIC CALENDAR

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

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

XI. REPORT ON CAMPUS CRIME STATISTICS

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

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

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

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

XII. STUDENT AFFAIRS REPORT

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

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

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

Dr. Ford outlined the following for the committee:

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

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

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

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

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

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

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

XIII. ADJOURNMENT

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

motion, which carried unanimously.

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