

**MINUTES OF THE ACADEMIC COUNCIL
TENNESSEE TECH UNIVERSITY
September 10, 2008**

The Academic Council met at 3:30 p.m. on Wednesday, September 10, 2008, in the Deans' Conference Room of Derryberry Hall with Corinne Darvennes, Chairperson, presiding.

The following members of the council were present:

Dr. Bobby Hodum	Dr. Steve Isbell
Dr. Roy Loutzenheiser	Dr. Christine Miller
Dr. Pat Bagley	Dr. David Larimore
Dr. Paul Semmes	Dr. Sharon Huo
Dr. Larry Peach	Dr. Don Visco
Dr. James Jordan-Wagner	Dr. Brian O'Connor
Dr. Winston Walden	Dr. John Harris
Mr. Grayson Peek	Dr. Gretta Stanger
Ms. Kristen Perrone	Dr. Corinne Darvennes
Dr. Michael Best	Dr. Kari Rajan
Dr. Susan Laningham	Dr. Linda Null
Dr. Jeff Roberts	Mr. Ray Jordan

Others attending the meeting were Ms. Catherine Long, Dr. Rita Barnes, Ms. Jerri Winningham, Ms. Jessie Daniels, Ms. Monica Greppin, Mr. Matthew Gann, Mr. Mark Hutchins, and Dr. Mark Stephens. The following members of the Council were absent:

Dr. Susan Elkins	Prof. Susan Clark
Mr. Alston Peek	Dr. Pat Jordan
Mr. Mitchell Davis	Dr. Holly Anthony

SUMMARY OF PROCEEDINGS

Approved agenda.

Approved the minutes of the April 2, 2008 meeting.

Discussed adjunct faculty evaluations forms.

Approved revision to the Annual Faculty Evaluation/Formal Development Procedures.

Approved Academic Credential Policy and Requirements.

Discussed Banner.

Approved Web Guidelines Policy.

Approved revision to the Honors Charter.

PROCEEDINGS

Approval of Agenda

Dr. Armistead requested that items 3 and 7 be moved to the end of the agenda as these items are being discussed at the Administrative Council at this time as well. There was also a request to add Banner Updates under Such Other Matters. Dr. Harris MOVED approval of the agenda with the noted changes and Dr. Miller SECONDED the motion. The agenda was APPROVED.

Approval of the Minutes of the April 2, 2008 Meeting

Dr. O'Connor noted a spelling error and grammatical structure of the sentence in item 3 (4) under Such Other Matters. Dr. Rajan MOVED approval of the minutes with the noted corrections and Dr. Miller SECONDED the motion. The minutes were APPROVED.

Adjunct Faculty Evaluations and AOR

Dr. Armistead explained that SACS requires that we show documentation of evaluating our part-time faculty as well as our full-time faculty. Neither our policy nor our practice provided for evaluating part-time faculty. The Deans, working with Glenn James who is the SACS point person for the University, worked out a plan whereby each college would adopt a form or forms they can use to evaluate part-time faculty each semester. The English Department and the C&I Department have provided some sample forms (see attachments). Each college will develop their own evaluation form and the deans will submit to Dr. Armistead which form they will be using. The part-time faculty evaluations will begin this Fall. These forms are for information use only.

Annual Faculty Evaluation/Formal Development Procedures Revision

Dr. Armistead stated that the Annual Faculty Evaluation/Formal Development Procedures must be revised to include the evaluation of part-time faculty (see attachment). Dr. Stanger MOVED to approve the revisions to the procedures and Dr. Loutzenheiser SECONDED the motion. There was discussion that the student IDEA evaluations for faculty are not available until the next semester and would not be available to use for evaluating part-time faculty during the current semester. Depending on the department's evaluation process of adjuncts, those evaluations could be used the next semester. The form developed by Dr. Baker has addressed this problem. The motion was APPROVED unanimously.

Academic Credentials Policy and Requirements

Dr. Armistead explained that the Academic Credentials Policy and Requirements is being revised to reflect the actual process for submitting and maintaining transcripts by the Academic Affairs Office and Human Resources (see attachment). The original policy was developed as a SACS requirement and approved by the Administrative Council in April 2005, but was never posted to the University's Administrative Policies and Procedures. Dr. Harris MOVED to approve the revisions and Dr. Miller SECONDED the motion. The motion was APPROVED unanimously.

Such Other Matters

Dr. Semmes introduced Jessie Daniels who is helping part-time to develop and provide training with Banner. Jessie stated that she is available to do departmental training or other specialized training needs that would be helpful. On the Records website there is a training documentation link under faculty that she will keep updated with most recent student documentation.

Dr. Semmes stated that he talks to various people to see how things are going with Banner and tries to keep abreast of things so that the Banner team can do their best to fix what can be fixed. The general consensus is that "it's not been as bad as it might have been." Things generally have gone very well and the bare bones basics are in place. There are a lot of features in SIS that are not there in Banner yet. Report generating is being worked on. Mid-term progress reporting will not be available for the fall. There are other items taking precedence. The ITS staff have a number of big things coming quickly, and in addition to solving problems and making things work, they have more training to attend. Dr. Armistead stated that in April the Council approved

a motion that said all faculty would be strongly encouraged to continue midterm progress reporting for 1000 and 2000 level courses. There is no mechanism for that in Banner right now. Dr. Armistead will send out a call to the faculty asking them to give feedback to their students during this semester, in lieu of the midterm progress report. Dr. Semmes stated that what can be done in Banner for midterm progress reporting does not mirror what was done in SIS. This item needs further testing and there just isn't time to do this during the Fall due to other pressing issues. Dr. Null asked if there is a way to determine if midterm progress reporting has helped retention in the past five or six years. Dr. Armistead said Glenn James might be able to do that at some point, but like so many others, he does not have the time right now.

Web Guidelines Policy

Monica Greppin, Associate Vice President for Communications and Marketing, introduced Matthew Gann, Web and Digital Media Director. She stated that Matthew will be presenting to the Council the plans to implement a new web design for the University. The design will not only incorporate a new look, it will incorporate a new content management system. This design will make it easier for everyone to maintain their site, it is very cost effective because we will no longer have to purchase software to maintain those sites, and it will allow a lot of creative freedom within the departments and the University. It will help us to apply our legal requirements for ADA issues on our websites. Ms. Greppin stated that the Web Guidelines Policy and Web Standards Guide (see attachments) must be approved in order to proceed with this new implementation. The new website plan will be implemented by Fall 2009. Mr. Gann then presented an outline of the new web design and the need for it. He stated that the number one communication tool for TTU is our website. Problem areas that he noted with our current website were: the inconsistency in each department's website, redundant content, cost for downloading or using someone else's website, brand is inconsistent, accessibility, hard to keep updated, and security issues. Solutions and advantages this new plan will provide are: accessible with no additional costs, stay current in design and marketing trends, and a new calendaring system. Mr. Gann has already been working with groups on campus and even high school students to get their input and thoughts on TTU's homepage and what they would like to see. He will work with the departments and areas in the next few months to get them ready for the change. Dr. Larimore MOVED approval of the policy and Dr. Hodum SECONDED the motion. After some questions and discussion, the motion was APPROVED unanimously. The Administrative Council had approved this policy at their meeting earlier this afternoon.

Honors Charter Revisions

Dr. Stephens stated that in 2006 Dr. Barker had appointed a group of faculty and administrators to study the Honors Program. The group provided a very detailed report (30 pages) on how the program is doing and where they felt the Honors Program should be going. The first recommendation in the report was to make the director of honors a permanent full-time position instead of part-time appointment for a five-year term. Since the Honors Program is governed by a Charter, the Honors Council met and revised Article III of the Charter (see attachment). Funds are currently available for the permanent full-time position. Dr. Miller MOVED to approve the revisions and Dr. Laningham SECONDED the motion. The motion was APPROVED unanimously. The By-Laws will be revised to reflect this change.

More Such Other Matters

Dr. Miller had a question about emails she has received from students whose classes had been purged and why there was a need for the students to go to every instructor to sign a memo so

they could be put back into class. Dr. Armistead stated that he has formed a small group to review this and other issues related to registration and they will meet weekly. Dr. Hodum stated there are reasons for purging and problems existed before Banner as well. The signed memo from each instructor was the request of faculty many years ago so they would know who the registration office was putting back into their class.

Dr. O'Connor wanted to know what the process is for selecting adjunct faculty to teach courses and if current faculty could be allowed to teach additional courses. Dr. Armistead stated that it is the department chair's responsibility to staff the classes and that full-time faculty are limited to the number of overload courses they can teach.

The meeting was adjourned at 4:40pm

Carol Holley

Carol Holley, Recorder

Documents on file with Minutes:

Adjunct Faculty Evaluations and AOR

Annual Faculty Evaluation/Formal Development Procedures Revision

Academic Credentials Policy and Requirements

Web Guidelines Policy

Honors Charter Revisions

Approved October 8, 2005