

Committees Reporting to the Administrative Council 2011-2012

<u>Committee</u>	<u>Committee Chair or Ex Officio</u>
Advisory Committee on Patents and Copyrights	Dr. Michael Best
Athletics Committee	Mr. Steve Smith
Campus Recreation Advisory Committee	Ms. Rose Black
Chapter 606 Student Monies Allocations Committee	Ms. Samantha Sherrell
Commission on the Status of Blacks	Ms. LaNise Rosemond
Commission on the Status of Women	Dr. Colleen Hays
Committee on Campus Space Utilization and Allocation (No Meetings)	Dr. Mark Stephens
Faculty and Staff Traffic Appeals Committee	Dr. Eric Harris
Institutional Animal Care and Use Committee	Dr. Steve Hayslette
Institutional Review Board for the Protection of Human Subjects	Mr. Michael Clark
Military Affairs Advisory Committee	LTC Bret Martin
Public Media Committee (No Committee Assigned – No Report)	Mr. Marc Burnett
Sports Hall of Fame Committee	Mr. Mark Wilson
Student Affairs Committee	Ms. Ashley Humphrey
University Art Committee	Ms. Kimberly Winkle
University Committee on Buildings and Grounds	Dr. Douglas Airhart
University Committee on Student Financial Aid	Dr. Patrick Reagan
University Judicial Council	Mr. Charlie Macke
University Safety and Environmental Committee	Mr. Charlie Macke
University Strategic Planning (Joint Committee—Planning and Budget)	Dr. Claire Stinson

Patents and Copyrights Committee, Tennessee Tech University
Annual Report for
Academic Year 2011-2012

March 27, 2012

The function of the Advisory Committee on Patents and Copyrights is to advise and assist the President in all matters involving patents, trademarks, and copyrights. Among its basic responsibilities in carrying out its purpose, the committee:

1. Has the responsibility for implementing the University Policy on Patents and Copyrights and its Guidelines for Implementation.
2. Recommends changes to the University Policy on Patents and Copyrights and its Guidelines for Implementation.
3. Receives disclosures of inventions and copyrightable materials from faculty, staff, and students.
4. Recommends whether or not the University should pursue an invention for Letters of Patent or to waive and assign rights to the inventor(s).
5. Recommends whether or not the University should register copyrightable materials or waive and assign rights to the author.
6. Recommends the percentage of income sharing with an inventor or an author.
7. Recommends whether or not inventions and copyrightable material(s) should be marketed.

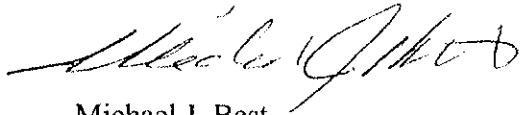
The committee met three times during the academic year.

The following actions were taken by the committee:

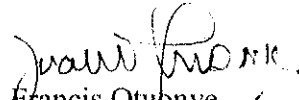
1. Nominated Michael Best to serve as Chair for the 2011-2012 academic year.
2. Approved a request to file a utility patent for the invention titled "Polyacrylamide Hydrogel With Aligned Nanoparticles...."
3. Approved a request to pay Issue and Publication fees associated with "Thermoresponsive Microparticle Composite Hydrogels for Electrophoresis"
4. Approved a request to file a provisional patent for the invention titled "Mechanistic Method to Increase Yield and Process Throughput for Biodiesel Production" pending prior art search.

5. Approved a request to file a provisional patent for the invention titled "Motorized Prone Board"

Respectfully submitted,



Michael J. Best
Chair, Patents and Copyrights Committee



Francis Otuonye
Associate Vice President for
Research/Graduate Studies



Department of Athletics
Box 5057 • 1100 McGee Blvd.
Cookeville, TN 38505-0001
931-372-3940 • Fax: 931-372-3114
TTUsports.com

TO: Chairperson, Tennessee Technological University (TTU) Administrative Council

FROM: Mark Wilson, Executive Officer, TTU Athletics Committee

DATE: March 29, 2012

SUBJECT: **TTU ATHLETICS COMMITTEE ANNUAL REPORT FOR 2011-2012**

A handwritten signature in black ink, appearing to read "Mark Wilson", written over the "FROM" line.

During the 2011-2012 academic year, the Tennessee Technological University (TTU) Athletics Committee was chaired by Steve Smith (Instructor in the Health and Physical Education department). The Committee met on Thursday, October 20th, 2011, and March 29th, 2012.

During this academic year, the Committee:

- Approved changes to the Policies and Procedures Handbook regarding travel policies, NCAA Bylaw changes, duties of the Faculty Athletics Representative, a liability waiver for tryouts and changes to medical insurance policies.
- Discussed extensively the issue of scholarship funding, specifically the increases of inflationary costs compared to the funding cap imposed by the Tennessee Board of Regents.
- Discussed extensively budget issues for Athletics and increases in inflationary spending as well as an increase in the Athletics budget and a request for an increase in the Student Athletic fee.
- Reviewed and approved reports on Missed Class Time, Gender Equity Issues and Diversity Issues for the Athletic Department.
- Reviewed Athletics capital projects.
- Reviewed Graduation Rates and Academic Progress reports.

Campus Recreation Advisory Committee 2011-2012

Dr. Douglas Airhart

Dr. Melinda Anderson

Mr. Eddie Frizzell

Mrs. Adriane King

Ms. Sandy Zimmerman

Dr. David Elizandro

Ms. Tracy Black

Mrs. Lorrie McCracken

Ms. Rose Black, Chairperson

Mr. Paul Darkangelo

Ms. Mallory Jennings

Mr. Kyle Perkins

Mr. Logan O'Dell

Meeting Minutes -

The 2011-12 Campus Recreation Advisory Committee held its first meeting on November 8, 2011 at 11 a.m. in the multipurpose room of the Fitness Center.

David Mullinax, Chairperson Ex-Officio welcomed the committee members and thanked them for their willingness to serve on this committee.

Introduction of Members was conducted as well as election of officers for the 2011-2012 fiscal year. Ms. Rose Black was nominated for chairperson by Dr. Melinda Anderson. No other nominations were made, Ms. Black was nominated as Chairperson.

Ms. Black called for nominations for Vice Chairperson. Mr. Mullinax suggested that a student be nominated. Dr. Anderson asked if it would be proper to have a Co- Vice Chair. There were no objections, all were in favor and approved Mr. Darkangelo and Ms. Jennings as Co-Vice Chairs of the committee. Ms. Black turned the meeting over to David so that he could address the agenda items.

Closures for November-

Thanksgiving Weekend -

The Fitness Center will be closed Thursday – Sunday, November 24 – 27. This is mainly due to the reduction of students and staff on campus as well as our not having a sufficient number of student staff to cover the hours of operation during the weekend.

Closures for December-

TSSAA Football Tournament –

The Blue Cross Blue Shield Bowl tournament will be held December 1 – 3 and the Fitness Center will be closed that weekend due to no available parking and the teams use the facility locker rooms and other areas for team meetings pre and post game.

Facility Renovations and Updates –

The Fitness Center will be going through some major renovations and esthetic updates during the month of December. We have arranged for the closing of the building in segments. New carpet and tile is being installed, the Health Promotions Programs office and the Offices of Intramural Sports and Varsity Spirit will be painted and have carpet installed. The multipurpose room will get new floor tile and some much needed built in cabinetry to accommodate the events that are held by various groups and departments on campus. The blue stripe will be painted and changed to purple, the stair treads will be replaced and all metal railings and trim, door facings and cove base will be replaced. Beginning December 16th, we will completely shut down the 2nd floor and all areas therein. Carpet and tile will be installed and painting will begin as well as the renovation of the offices on second floor. Students and members will still be able to use the first floor areas and the pool. A cardio vascular area will be set up in one half of the East Gymnasium.

December 24, we will close down the entire building so that the lower level can be completed. We hope to be able to replace the guttering around the pool. The renovations and work should be completed by January 3, when the rest of the university will re-open.

New Equipment Update -

Thirty new pieces of equipment have been purchased to replace old and worn equipment. The new pieces will replace those in the Cardio Vascular room.

Expansion of the Building –

The Fitness Center facility was paid off in July of 2011. Funds from the Debt Retirement have continued to flow in and we have used these funds to purchase new equipment and funds have been used for renovations on the building. David explained that there are plans for an expansion of the existing building on the Willow Avenue, (WEST) side of the building, which will add approximately 17K square feet.

There is a possibility that the Fitness Center will have to ask for an increase in the student access fee in which case, David explained, we would need SGA approval, as well as strong member and administrative support. There is a possibility that we will have to float a bond. The plans for expansion are only in a discussion phase and no action has been taken at this time on design, cost, time frames, etc.

David also added that there is an Intramural Sports Building on the University's Master Plan. The building would have administrative offices, but it would be mostly gyms and possibly a climbing wall and would be used for the Intramural Sports activities.

Area Reports -

Intramural Sports –

A report of student participation by sport was provided to the committee. David stated that there was a lot of positive feedback about the sports programs. Intramurals has improved the registration process by going online completely. There is still a human element involved in the program by keeping the office open and staffed so that the students can come by or call about questions or issues. There has been a marked increase in freshman participation.

Health Promotions Programs –

Ramona Pennington, Coordinator for Health Promotions Programs has personally conducted 45 separate 1020 classes. These classes have provided the students with a physical fitness evaluation and tips on how to keep from gaining the 'Freshman 15' and staying healthy while in college. It also helps freshman become familiar with the Fitness Center and what it offers to students.

Varsity Spirit Squads –

The Varsity Cheerleaders, Dancers and Awesome Eagle were given to us in 2005. Since that time, we hired a coach and they have attended numerous camps, developed their competition skills and have won two small division championships. Awesome Eagle placed 3rd out of 13 mascots and is now going to the nationals in Florida this spring. The Varsity Dance Team placed 13th out of 23 teams and will be going to the Nationals and because of their participation in the past, the Cheerleaders will be competing in the Nationals this spring.

Varsity Spirit squads raise their own funds through cheer and dance competitions and also in working the state racquetball tournaments held at the Fitness Center twice per year. This money is used to purchase equipment, and to allow them to attend summer camp and participate in competitions.

Facility Participation

As many as 1500 students per day use the Fitness Center. David added that he would like to convert the Cardio Vascular room to an information/lounge type area for students to go and get information on health related topics. The area would be arranged in such a way that a student would be able to access important information that may be of a confidential nature. It would also have a staffed help desk area.

New Business

There was no new business. The meeting was adjourned at 11:45 a.m.

Update – 3/22/2012

A meeting was scheduled for March 13, but an incident occurred which demanded the immediate attention of the Director and was cancelled. We have been unable to meet since that cancellation.

Rose Black
Rose Black, Chairperson, Campus Recreation Advisory Committee

3/22/12
Date

David Mullinax
David Mullinax, Chairperson Ex Officio, Campus Recreation Advisory Committee

3/22/12
Date

**CHAPTER 606 STUDENT MONIES ALLOCATION COMMITTEE
ANNUAL REPORT
2011-2012**

Membership

Mr. Marc Burnett, Executive Officer
Ms. Valerie Petty
Dr. Martha Kosa
Ms. Samantha Sherrell, 2-yr member
Mr. Lee Gatts
Mr. Will Nelson
Mr. Greg Evans
Mr. Roy West
Ms. Emily McDonald
Mr. Kevin Thompson
Ms. Mary Katherine Alcorn

Meetings

The Chapter 606 Student Monies Allocation Committee met on the following dates:

September 13, 2011
September 27, 2011
October 11, 2011
October 25, 2011
November 8, 2011
November 22, 2011
December 6, 2011

January 31, 2012
February 14, 2012
February 28, 2012 - Pending
March 13, 2012 - Pending
March 27, 2012 - Pending
April 10, 2012 - Pending
April 24, 2012 - Pending

Actions

The monetary amounts awarded by the committee are as follows:

September 13, 2011 - Elected Samantha Sherrell chairperson

Physics Club	awarded \$	425.25
American Society of Civil Engineers (ASCE)	awarded \$	9,649.08

September 27, 2011

TTU SwimTeam	awarded \$	990.00
Chemical Engineering Graduate Research Association	awarded \$	8,856.08

Associated Scholars Guild	awarded \$ 7,030.98
TTU Baja SAE	awarded \$ 7,180.00
Society of Women Engineers	awarded \$ 1,841.00

October 11, 2011

Alpha Psi Omega	awarded \$ 500.00
TTU Collegiate FFA	awarded \$ 6,745.34
Alpha Kappa Psi Business Fraternity	awarded \$ 1,200.74
TTU Equestrian Team	awarded \$ 1,608.00
TTU Formula SAE Team	awarded \$ 6,250.00
Honor Association for Exceptional Learning	awarded \$ 545.60

October 25, 2011

Agricultural Engineering Technology	awarded \$ 1,965.00
Eta Kappa Nu	awarded \$ 423.00
AICHE	awarded \$ 2,026.86
IEEE TTU Chapter	awarded \$ 8,394.00
Pi Kappa Delta	awarded \$ 11,450.00
Environmental Conservation Club	awarded \$ 2,000.00

November 8, 2011

National Society of Black Engineers	awarded \$ 1,145.00
Ultimate Frisbee Club	awarded \$ 6,000.00
Alpha Lambda Delta	awarded \$ 585.18
TTU Rugby Club	awarded \$ 2,874.00
TTU Pre-Law Society	awarded \$ 891.00

November 22, 2011

Visual Arts Society (VAS)	awarded \$ 6,593.40
Agribusiness Economics Club	awarded \$ 3,248.00
Pi Tau Sigma	awarded \$ 2,220.00

December 6, 2011

TTU Fishing Club	awarded \$ 10,271.50
Psi Chi	awarded \$ 3,228.62
TTU ESJPA (TN Tech J. Sciences)	awarded \$ 1,196.00
Engineers Without Borders	awarded \$ 2,390.50
Delta Tau Alpha	awarded \$ 2,993.80
Beta Alpha Psi	awarded \$ 1,277.34

January 31, 2012

American Society of Civil Engineers	tabled
-------------------------------------	--------

February 14, 2012

Student Fisheries Association
Society for Collegiate Journalist
Autonomous Robotics Club
College Republicans
The Wildlife Society

awarded \$ 2,021.86
awarded \$ 11,405.89
awarded \$ 3,598.00
awarded \$ 313.00
awarded \$ 3,082.00

Samantha Sherrell


Samantha Sherrell, Chairperson

Mare Burnett

Mare Burnett, Executive Officer

MEMORANDUM

TO: TTU Administrative Council

FROM: LaNise Rosemond, Commission on the Status of Blacks 

DATE: 30 March 2012

SUBJECT: Annual Report, President's Commission on the Status of Blacks

The purpose of the commission is to advise the president of the university on matters of concern to black faculty, staff, and students, and to promote awareness and programs of interest to TTU black persons. During the 2011-2012 academic year, the commission has met seven times so far and will hold its final meeting in April.

The Commission worked closely with the Black Cultural Center (BCC) and the Office of Minority Affairs. Below are the activities and accomplishments that reflect the active participation of the Commission's membership:

- The Commission voted and selected Dr. Shannon Collins as Vice Chair.
- Goals were established to increase awareness and visibility of the commission. Each member of the Commission was encouraged to participate in monthly forums in the BCC.
- Three subcommittees were formed: the Campus Speakers and Forums Committee, the Dr. Martin Luther King, Jr Day Committee, and the CenterStage Grant Committee.
- Shabir Bhegani, a student member of the commission, led the campus forum committee. Shabir did an amazing job collaborating with the BCC and Dr. Robert Owens. The BCC and Campus Speakers and Forums Committee worked together closely to organize several speakers and forums that included students and commission members. Examples include monthly speakers and forums discussing topics such as time management, study skills, resume building and business attire, health and wellness, and final study tips.
- Based upon the suggestion presented by Ms. Pat McGee, the Dr. Martin Luther King Jr. Committee nominated and selected Mrs. Berlinda Williams-Strong as the Dr. Martin Luther King Jr. speaker. Funds were voted upon and approved for Mrs. Williams-Strong's travel and meals.
- The CenterStage Committee voted and selected Juan Williams as the grant speaker, meaning he will be on Tennessee Technological University's campus in the fall of 2012. The CenterStage grant was written by Dr. Shannon Collins.
- Based upon the suggestion presented by Dr. Robert Owens, commission funds were used to support the BCC by allowing selected students to attend the "Black Issues Conference" in Knoxville, Tennessee and the Black Male Summit at the University of Akron in Akron, Ohio.
- Commission funds were used in supporting the BCC to honor 2011-2012 graduating seniors and outstanding diversity advocates. The Outstanding Diversity Advocate Award was initiated in 2009-2010 and will be awarded to Libby Bridges-Phillips and John Steve Smith this academic

year. The Awards Luncheon will be held on Tuesday, April 24, 2012 in the Noble Cody Executive Suite at 11:00am.

- During the April meeting, the Commission will finalize any remaining recommendations for the year and will decide on the use of any remaining funds in its budget.

Memorandum

To: Ms. Regina Lee, Chair
Administrative Council

From: Dr. Colleen Hays, Chair
President's Commission on the Status of Women

Date: March 28, 2012

Re: President's Commission on the Status of Women, Annual Report

The purposes of the Commission on the Status of Women are to provide a supportive campus climate for female students, faculty, staff, and administrators; to promote an awareness of women's issues, to oversee the TTU Women's Center and to initiate programs of interest to the TTU community.

The Commission met six times (September 13, October 11, November 15, January 17, February 21, March 27) and will meet one last time on April 17. Meetings were well attended with an average of 15 members present. Student members were very involved not only in the regular meetings, but also in committee work, and contributed greatly to our projects.

We are pleased to report the following activities and accomplishments for the year:

1. The Safety Subcommittee coordinated the annual Safety Walk in November 2011. Ten representatives of the Commission on the Status of Women, accompanied by the Vice President in charge of Facilities and Business Services, Mr. Jack Butler, noted areas of concern. The Commission Safety Subcommittee prepared a final report with recommendations and a matrix, which was sent to President Bell, Mr. Jack Butler, and Chief Gay Shepherd.
2. The Safety Subcommittee of the CSW undertook creating a Building Safety and Satisfaction Survey, which has been written and approved by the IRB. It will be distributed in early April. The Faculty Senate voted to endorse this survey. The results will be tabulated and distributed next year.
3. The Policy Subcommittee is creating a job satisfaction survey for female employees. There are many steps to this process, and it will not be distributed until next year. We are currently in the process of getting approval from the IRB.

4. The Publicity and Programming subcommittee wrote a Center Stage grant proposal for Anita Hill, which was approved. She will be at TTU next spring.
5. On March 20, 2012, the Commission on the Status of Women hosted "An Evening with Maya Angelou," a sold out Center Stage event. Fifteen Commission members worked at the event, managing crowds, ushering, and handling last minute ticket changes. It was a great success.
6. The Commission paid \$450, amounting to half the printing costs of *Attune*, the Women's Center newsletter, for fall and spring semesters. We also supported the Women's Center with \$200 for supplies, and \$100 for flyers. Additionally, we paid \$600 for a Green Dot laptop and \$135 for the necessary software for the Women's Center. The Green Dot program is a national program to increase campus awareness of sexual assault issues, and our Women Center is hoping to start it soon on the TTU campus.
7. The Commission funded Dr. Lanise Rosemond \$150 to attend a "Women in Higher Education in Tennessee" conference as the CSW representative.

It was a very productive and successful year. Each subcommittee already has continuing projects for the next academic year and is looking forward to the challenges and rewards they bring.

Respectfully submitted,

Colleen Hays

Dr. Colleen Hays

Faculty and Staff Traffic Appeals Committee
Annual Report
2011-2012

The 2011-2012 Faculty and Staff Appeals Committee consists of the following members:

Dr. Eric Harris
Ms. Valerie Nash
Ms. Kathryn Rust
Mr. Ricky Cartwright
Mr. Ben Shannon
Mr. Jim Dillon
Mr. Scott Bilbrey

The Faculty and Staff Appeals Committee met on April 19, 2011. Dr. Eric Harris presided over the committee meeting. Committee members voted in Dr. Harris as chairperson for the next term.

Ticket #015013 was voted as valid, full fine.
Ticket #013729 was voted as valid, full fine.
Ticket #013047 was voted as valid, full fine.
Ticket #015658 was voted as valid, full fine.
Ticket #014997 was voted as valid, full fine.
Ticket #015946 was voted as valid, full fine.
Ticket #016202 was voted as valid, full fine.
Ticket #016136 was voted as valid, full fine.
Ticket #016392 was voted as valid, full fine.
Ticket #016681 was voted as valid, full fine.
Ticket #016745 was voted as valid, full fine.
Ticket #016734 was voted as valid, fine waived.
Ticket #016964 was voted as valid, fine waived.
Ticket #016752 was voted as valid, full fine.
Ticket #016832 was voted as valid, full fine.
Ticket #017004 was voted as valid, fine waived.
Ticket #016739 was voted as valid, full fine.

The Faculty and Staff Appeals Committee met on November 22, 2011. Dr. Eric Harris presided over the meeting.

Ticket #017362 was voted as valid, fine waived.
Ticket #016996 was voted as valid, fine waived.
Ticket #017264 was voted as valid, full fine.


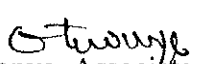
Ticket #017741 was voted as valid, fine waived.
Ticket #017683 was voted as valid, fine waived.
Ticket #018535 was voted as valid, full fine.
Ticket #018995 was voted as valid, fine waived.
Ticket #016136 was voted as valid, full fine.
Ticket #019202 was voted as valid, fine waived.
Ticket #020050 was voted as valid, full fine.
Ticket #020334 was voted as valid, fine waived.
Ticket #020261 was voted as valid, full fine.
Ticket #020262 was voted as valid, full fine.
Ticket #018946 & #020306 was voted as valid, full fine.
Ticket #020300 was voted as valid, full fine.
Ticket #019954 & #18933 was voted as valid, fine reduced to \$5.
Ticket #020038 was voted as valid, fine waived.
Ticket #020263 was voted as valid, full fine.
Ticket #020561 was voted as valid, fine waived.
Ticket #019657 was voted as valid, fine waived.
Ticket #020571 was voted as valid, fine reduced to \$20.
Ticket #020623 was voted as valid, full fine.
Ticket #020719 was voted as valid, full fine.

The Faculty and Staff Appeals Committee will meet again in April of 2012.

Report submitted by Janet Johnson, Support Staff.

MEMORANDUM

TO: Ms. Regina Lee, Chairperson, Administrative Council

FROM: Dr. Steven Hayslette, Chairperson, Institutional Animal Care and Use Committee 
Dr. Francis Otuonye, Associate Vice President of Research and Graduate Studies, Executive Officer 

DATE: March 22, 2012

SUBJECT: Annual Report

The 2011-2012 Annual Report for the Institutional Animal Care and Use Committee is attached for review by the Administrative Council. If there are any comments or questions about the Report, please contact the Chairperson (x3146) or Dr. Francis Otuonye, Executive Officer (x3233).

SH: FO:

attachment(s)

INSTITUTIONAL COMMITTEE FOR THE CARE AND USE OF LABORATORY ANIMALS IN EXPERIMENTATIONS

2011-2012 Annual Report

I. Introduction/Governance

The Institutional Committee for the Care and Use of Laboratory Animals in Experimentation is a University standing committee operated through the Office of Research and Graduate Studies and reports to the Administrative Council.

This Committee is federally regulated; hence it must comply with both Federal and State regulations as well as meet campus requirements. These three entities must NOT be in conflict with one another.

II. Responsibility

The Committee develops and recommends policy to the University, in accord with federal and state policy, on matters pertaining to the welfare of animals used in research and related activities and implements those policies when they are approved.

III. Membership

The Committee is composed of eight (8) members—seven (7) from the campus and two (1) from the community. The members are:

Dr. Gerald Barker (veterinarian)
Dr. Roger Haggard
Dr. Bruce Greene
Dr. Steve Hayslette

Ms. Tammy Howard
Dr. Chris Brown
Dr. Christy Killman
Dr. Jessica Matson

Dr. Steve Hayslette serves as chair of the committee.

Dr. Francis Otuonye, Associate Vice President of Research and Graduate Studies, serves as the Executive Officer.

IV. Meetings/Activities

A. Meetings

The Committee regularly schedules one meeting each semester. Called meetings are held in addition to the regular meeting when deemed necessary. This year the Committee held two regular meetings, on 15 September 2011 and 22 March 2012, at 11:00 A.M. No called meetings were held.

B. Activities

1. *Laboratory Inspections*
Inspections of TTU lab facilities housing animals for research or teaching purposes are conducted twice annually, in accordance with national and institutional guidelines. Laboratories were inspected on 3 October 2011 and 19 March 2012. Reports of these inspections are kept on file in the Office of Research and Graduate Studies; copies were sent to supervisors of the respective animal laboratories.

2. *Research Proposal Evaluation*
One application for the use of animals in research was reviewed by the Committee during the 2011-2012 academic year. This application, from Dr. Hayden Mattingly from the Department of Biology, was approved.

INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS

2011-12 Annual Report
March 26, 2012

I. Introduction

The TTU Institutional Review Board for the Protection of Human Subjects, or IRB, is a standing university committee operating through the Office of Research and reporting to the Administrative Council.

The IRB develops and recommends policy to the university, in synchronization with federal regulations, on matters pertaining to the welfare of human subjects used in research, and implements those policies when approved. The main task of the IRB is to review research proposals involving human subjects, assess potential risks to those subjects, and insure compliance with federal and TTU regulations regarding the protection of human subjects. Risks may involve physical, psychological or legal consequences, as well as violations of privacy and confidentiality.

Proposals classified as exempt do not pose any risk to the participants. They are reviewed by a department review committee chair or designee, and filed by the Office of Research. Proposals eligible for expedited review present some risk to the participants, so they are reviewed by three members of the IRB. The IRB has formulated standard, uniform guidelines for classifying proposals for expedited review. Proposals that require review by the full IRB present a high level of risk. Each member of the IRB receives and examines a copy of a proposal for full review, and the full IRB deliberates and makes a decision at one of its regular meetings.

II. Membership

During the 2011-2012 year, the committee has 14 members. Of those 14 members, eleven are TTU faculty, and three members are the community representatives. The Associate Vice-President for Research serves as the executive officer. Members are:

Mr. Michael Clark, IRB Chair, Department of Music and Art
Dr. Francis Otuonye, Executive Officer
Dr. George Chitiyo, Department of Curriculum and Instruction
Dr. Shannon Collins, Department of Curriculum and Instruction
Dr. Jann Cupp, Department of Counseling and Psychology
Dr. Linda Giesbrecht-Bettoli, Department of Counseling and Psychology
Dr. Leeann Jolley, School of Human Ecology
Ms. Patricia McGee, Media Services
Dr. Shannon Morgan, Department of Counseling and Psychology
Dr. Michael Redding, Department of Biology
Mr. James Rogers, Community Representative
Mr. Drew Shelley, Community Representative

Dr. Robby Sanders, Department of Chemical Engineering
Dr. Kim Wright, Community Representative
Dr. Lisa Zagumny, Department of Curriculum and Instruction

III. Meetings and Activities

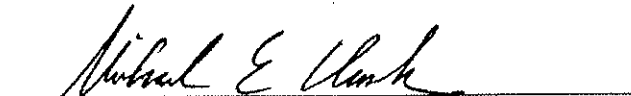
The committee is scheduled for regular meetings twice each semester, on the first Monday of a given month, at 1:30 pm. The committee met on September 12, 2011. Two subsequent scheduled meetings were cancelled for lack of agenda items. The final meeting of the academic year is set for April 2, 2012.

To date for the academic year 2011-2012, including summer, 2011, the Office of Research has processed 248 exempt proposals. The IRB has not conducted any full reviews, not having encountered any proposals which meet the federal guidelines for requiring a full review. Members of the IRB have reviewed 16 proposals for expedited review. As of March 26, 2012, nine of these were approved on first submission, and seven were approved pending minor revisions. There are no proposals currently under active expedited review.

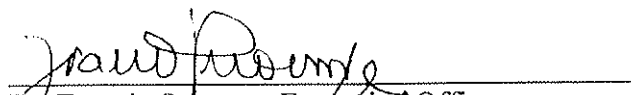
Since many proposals are submitted which relate to educational strategies and evaluations conducted as part of regular classroom activities, an increasing number of proposals submitted are now classified as exempt. As a result, the number of proposals for expedited review remains at a relatively low level.

The IRB uses Form A, an informational form which must be submitted for all proposals, and Form B, a form used for proposals anticipating expedited or full board review. The committee has continued to modify these forms to (a) make them clearer and more understandable to the persons completing them; and (b) to structure responses to be more useful to reviewers. In cooperation with the Office of Research, the committee has developed and refined written procedures for all of its activities in compliance with Federal regulations. The committee continues its recently-developed process of circulating and reviewing proposals in digital format. This is a gradual process that, when fully implemented, will speed review turnaround times and save physical resources.

Respectfully Submitted:



Michael Clark, Chair



Dr. Francis Otuonye, Executive Officer



MEMORANDUM:

TO: Chairperson, Administrative Council

FROM: Mark Ochsenbein, Chair, Military Affairs Advisory Committee

DATE: March 28, 2012

SUBJECT: Annual Report of Committee

During the 2011-12 academic year, the Military Affairs Advisory Committee held two meetings.

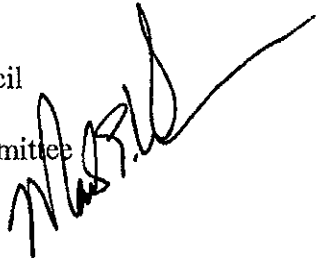
1. At the September 27, 2011, meeting Mark Ochsenbein was elected Chair of the committee and welcomed the members to the meeting. Professor of Military Science, LTC Bret N. Martin, gave the updates on the Cadre members.
2. LTC Martin updated the group on the scholarship winners for the 2011-2012 school year. Emmanuel Martinez received a 4-yr scholarship and Melissa Edwards received a 3-yr scholarship. He also gave a breakdown of the enrollment. 50 MSI, 17 MSII, 18 MSIII and 19 MSIV.
3. The summer 2011 highlights from LDAC. There were 19 students that went to LDAC and 17 completed. 3 went to LTC and 3 completed. 4 went to Air Assault School and 4 completed. 3 went to Airborne School and 3 completed.
4. Upcoming events (Fall FTX, Road Marches, etc) were posted for view.
5. Historically the ROTC department recruiting has been 1/3 National Winners, 1/3 on campus, and 1/3 NG SMP. Currently with the changes at Brigade it is ¼ National Winners, ¼ on campus, and ½ NG SMP. The Army is now focusing on STEM scholarships.
6. The November 10, 2012, meeting was cancelled.
7. At the February 14, 2012, meeting there were updates on Cadre. SFC Brian Joyner left and he was replaced by SFC Joshua Owen; Mr. Bill Maynard retired and was replaced by Mr. Paul Padgett and MAJ Jarrod Ison will PCS in June 2012. MSG Jeffrey Mallo will PCS May 2013 and LTC Brett Martin will PCS June 2013.
8. The 5-year Mission Strategy was discussed. MS 12 – commission mission is 11 (should graduate 12); MS 13 – commission mission is 16 (should graduate 19); MS 14 – commission mission is 10 (should graduate 16); MS 15 – no information on commission mission (should graduate 15); MS 16 – no information on commission mission (should graduate 2).
9. The last of three National Scholarship Boards met in March. The remaining scholarships go to Brigade. TTU will receive two Three Year Advance Designee scholarships.
10. Upcoming events were posted (SAME Leader Reaction Course, German Armed Forces Efficiency Badge Testing, Spring Fun Run, Stone River Staff Ride, Spring Awards Ceremony and Commissioning).
11. There were no brigade or cadet command updates at this time.
12. Next meeting is April 6, 2012, at 11:00 a.m.



Department of Athletics
Box 5057 • 1100 McGee Blvd.
Cookeville, TN 38505-0001
931-372-3940 • Fax: 931-372-3114
TTUsports.com

MEMORANDUM

TO: Chairperson, Tennessee Tech Administrative Council

FROM: Mark Wilson, Chairman, Sports Hall of Fame Committee 

DATE: February 24, 2012

SUBJECT: SPORTS HALL OF FAME ANNUAL REPORT FOR 2011-2012

The TTU Sports Hall of Fame Committee met on September 13th, 2011 to consider candidates for entry into the TTU Sports Hall of Fame. The Committee selected the following individuals as 2011 Hall of Fame Inductees:

- 1) Ralph Broyles (Football, 1959-1960)
- 2) Esra Bayburt (Women's Tennis, 1995-1998)
- 3) Angie Duncan Hyché (Volleyball, 1983-1986)
- 4) Chad Evitts (Football, 1997-2000)
- 5) James Ralph "Redbone" McMillan (Football, 1958-1961)

These five individuals were formally inducted into the TTU Sports Hall of Fame at the Sports Hall of Fame Dinner on Friday evening, November 4th, 2011.

Memo

To: Administrative Council

From: Ed Boucher, Executive Officer, Student Affairs Committee



Date: March 2, 2012

Re: Student Affairs Committee – 2011-2012 Annual Report

The Student Affairs Committee met on the following dates:

October 6, 2011
November 3, 2011
December 1, 2011
February 2, 2012
March 1, 2012
April 5, 2012 (scheduled meeting)

The members of this committee are:

Mary Catherine Alcorn
James Baier
Jadwiga Dolzycki
Julie Galloway
Susan Lafever
Sara Lockett
Susan Maddux
Emily McDonald
Robert Owens
Valerie Petty
Kathryn Rust
Clay Stubblefield

Daniel Badoe
Paul Darkangelo
Hank Duvier
Ashley Humphrey
Regina Lee
Charlie Macke
Hank Mannle
Elizabeth Ojo
Kyle Perkins
Kristie Phillips
James M. Stewart
Sarah Walker

Following are highlights of past meetings:

October 6, 2011

1. Ashley Humphrey was elected as chairperson for the 2011-2012 academic year.

Student Affairs Committee
March 2, 2012
Page 2

2. Approval of constitution for student organization: Underrepresented New, and Creative Live Experiences (UNCLE).
3. Explanation of Revised Title IX Requirements

November 3, 2011

Approval of constitution for student organization: The Quidditch Club.

December 1, 2011

Approval of constitution for student organization: Tennessee Tech Trumpet Guild.

February 2, 2012

1. Approval of SGA Bill No. F11-004, An Act to Require Prior Experience for Executive Officer Eligibility
2. Approval of constitution for student organization: Tennessee Tech Pre-Veterinary Medicine Club.

March 1, 2012

Approval of SGA Bill No. S12-001, An Act to Require All Eating Establishments on Campus to Provide Nutritional Information



Ed Boucher, Executive Officer

/dew

**University Art Committee
Annual Report
2011-2012**

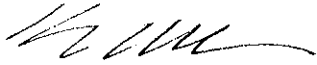
Membership

Ms. Mary Catherine Alcorn
Dr. Mike Birdwell
Ms. Jeanne Brady
Mr. Marc Burnett, Executive Officer
Dr. Pat Coleman
Dr. Cathy Cunningham
Mr. Gray Gill
Dr. Martha Kosa
Ms. Regina Lee
Dr. Jane Liu
Ms. Chelsey Mixer
Prof. Benedict Oddi
Dr. Elizabeth Ojo
Dr. Mary Pashley
Mr. Dustin Rawls
Dr. Barry Stein
Dr. Carol Ventura
Ms. Kimberly Winkle, Chairperson

The University Art Committee and the Joan Derryberry Art Gallery co-sponsored the following events for the 2011 – 2012 year.

- Held 7 exhibitions of art ranging in the following mediums: drawing, paper wall art, painting, sculpture, tapestry weavings, printmaking, fine crafts
- Held the faculty art exhibition, which included for the first time emeritus faculty members (Sally Crain-Jager and Chris Koczwar)
- Hired a new Gallery Coordinator in July 2011
- Successfully marketed and promoted the gallery to increase visibility of the galleries programming (included brochures, posters, e-mail blasts, and press releases)
- Hosted 6 gallery talks by exhibiting artists - averaged 30-35 people per talk
- Approximately 1000 people visited the Joan Derryberry Art Gallery during the fall 2011 semester
- Obtained volunteer services of 3 local community members to help in providing consistent hours of operation (Monday-Friday 10:30am – 4:30pm) by serving as gallery attendants
- Submitted 7 Center Stage proposals, which were successfully granted, for support of the exhibition programming for the 2012-2013 academic year

- Approved purchase of a digital projector to be used during gallery talks/lectures and adjudication
- Posted notification for call for entry of exhibition proposals for the academic years: 2013-2014 and 2014-2015
- Began receiving exhibition proposals for academic years: 2013-2014 and 2014-2015
- Adjudication, involving the University Art Committee, will occur in August 2012
- The Joan Derryberry Art Gallery was included approximately 5 times in the Cookeville Herald-Citizen newspaper.



Kimberly Winkle, Chairperson
3/8/2012



Marc Burnett, Executive Officer
3/8/2012

ANNUAL REPORT, UNIVERSITY COMMITTEE ON BUILDINGS AND GROUNDS, 2011-2012
March 28, 2012

The University Committee on Buildings and Grounds scheduled and held four meetings during the 2011-12 academic year:

September 22, 2011
November 17, 2011
January 26, 2012
March 22, 2012

Committee members included:

Douglas Airhart	Randle Bell	Bruce Throckmorton
Mike Birdwell	George Graham	Greg Haynes
Charlie Macke	Tiff Rector	Ben Shannon
Gay Shepherd	Jim Sullivan	Jeremy Wendt
Students	James Leverette	Bo Murphy

Dr. Douglas Airhart served as chairperson, and Mr. Jack Butler was Executive Officer for the committee. Ms. Vickie Pittman served as Recording Secretary for the first two meetings, and Ms. Reta Davis assumed those responsibilities for the later two meetings.

The following subcommittees were formed:

Campus Beautification

Ben Shannon, Chair
Glenn Binkley
Charlie Macke
Randle Bell
Greg Haynes
Douglas Airhart

Campus Parking & Traffic

Gay Shepherd, Chair
Charlie Macke
Tiff Rector
Jeremy Wendt
James Leverette

Campus Security

Gay Shepherd, Chair
Jim Sullivan
Bo Murphy
Charlie Macke
Bruce Throckmorton
George Graham

Recreational Facilities

Ben Shannon, Chair
Jeremy Wendt
Mike Birdwell
James Leverette

The committee discussed various items and made the following changes/recommendations:

The Committee unanimously approved the SGA "Peachtree Intersection Act of 2012" to establish a four-way stop at the intersection of Peachtree and 8th Streets. SGA will submit the recommendation to the Administrative Council for approval.

The Committee endorsed the addition of picnic tables at Sherlock Park, Memorial Gym/Bartoo, and South Patio as funds are available, for recommendation to Facilities.

The Committee endorsed the addition of two solar-powered campus maps east of the visitor parking at Derryberry Hall at the triangle/planter with entry from Dixie Avenue and at the Main Quad south entry turnabout from 7th Street.

The Committee endorsed mounting appropriate lettering of building names on all campus buildings, using samples that exist on Campus Health Services, S.T.E.M. Center, and Roaden University Center.

The Committee endorsed the combination of the Student Appeals Committee and Faculty/ Staff Appeals Committee into one unit for consideration of appeal of parking fines.

The Committee endorsed the development of a University Policy Statement concerning use and enforcement options for Designated Parking Spaces and the addition of standards to post such signs, for recommendation to the Buildings & Grounds Subcommittee on Campus Parking & Traffic.

The Committee endorsed the re-location of three Disabled Parking Spaces at the Hooper Eblen Center tunnel, for recommendation to Chief Shepherd and completion by Facilities.



Douglas Airhart, Chairperson



Date



Jack Butler, Executive Officer



Date

**Tennessee Technological University
Student Financial Aid Committee
Annual Report 2011-2012**

The TTU Student Financial Aid Committee convened on September 13, 2011 for the 2011/12 Academic Year. The agenda included the progress report for program integrity standards, new SAP policy and registration information.

- Introduction of New Committee Members/ Guests
- Program Integrity Report
 - **Gainful Employment**

Establish school reporting and disclosure requirements for programs intended to prepare students for gainful employment in a recognized occupation. Non-degree programs at public and private nonprofit schools and nearly all programs at for-profit schools are considered “gainful employment” programs.

Provide prospective students with answers to the following types of questions:

- What specific job(s) is the program designed to prepare its graduates to perform?
- How successful have the program’s graduates been in finding employment in the targeted job(s)?
- Do students generally graduate from the program within the expected (normal) amount of time?
- What is the total cost of the program that students will need funding to cover?
- How much loan debt (federal, private, and school-based) do students typically incur in the program?

Require schools to notify the Department of any plans to offer new programs of this nature, and provide interim final rules on the Department’s process to approve, deny, or request more information on them.

These final rules are effective July 1, 2011. Program disclosures must be provided by that date.

A school’s first reporting of program data is due by October 1, 2011, for award years 2006-2007 through 2009-2010.

TTU Response – completed and published.

Eliminated all certificate programs from consideration, with exception of RODP Nurse Practitioner Certificate. This analysis was corroborated by TBR. Met with Jane Sipes and Tammy Boles and published the following website as of June 14, 2011.

<http://www.tntech.edu/financialaid/fnp-gainful-employment-disclosure/>

- **Definition of a “Credit Hour”**

Define minimum standards for a credit hour to determine eligibility and funding for federal programs, and improve consistency among schools in quantifying student work to receive credits for federal purposes.

Permit reasonable, school-determined equivalencies that are reviewed and evaluated by a school's accreditor, providing limited flexibility in defining a credit hour for federal program purposes.

In general, an educational program measured in credit hours must provide at least the minimum amount of student work specified below to qualify for Title IV eligibility. However, a non-degree, undergraduate program is subject to specific clock-to-credit-hour conversion rules unless the program is at least 2 academic years in length and awards a degree, or unless each of its courses is acceptable for full credit toward such a degree program at the school.

A program cannot be measured in credit hours for Title IV program purposes (and must be measured in clock hours of instruction instead) if student progress must be measured in clock hours for federal or state approval or for an occupational authorization of graduates, or if the applicable credit-hour requirements below are not met.

**TTU Response – in progress with TBR – meeting federal “compliance” standard
Institutions and accrediting agencies are responsible for properly implementing the credit hour regulatory requirements that are effective July 1, 2011. The Secretary understands that institutions and accrediting agencies face challenges in implementing these new requirements. For the 2011-2012 award year, as long as an institution or accrediting agency is in the process of complying with these provisions, we will consider the institution or accrediting agency to be making a good-faith effort to comply, and Department staff will take this effort into consideration when reviewing an institution's or accrediting agency's implementation of the regulations.**

○ **State Authorization**

Each member of the “program integrity triad” of oversight entities for schools participating in the Title IV programs — state approval agencies, accreditors recognized by the Department, and the Department — plays an important role in providing appropriate oversight of schools and protection of students.

State authorization to offer postsecondary education programs must be explicitly provided or affirmed.

States need to enforce applicable state laws regarding schools and their prospective/enrolled students.

States need a process to handle complaints about schools that enroll (or seek to enroll) students there.

If a state has other licensing or approval requirements, a school must comply unless the state exempts the school and the Department's rules permit exempted schools to participate in the Title IV programs.

For an “educational institution” (public, private nonprofit, or for-profit): a school's state authorization is acceptable to the Department if the school meets or is exempt by name from other state requirements. State exemptions acceptable to the Department include accreditation or 20 years or more in operation.

Schools offering distance education must meet state requirements wherever they offer their programs.

TTU Response – in compliance with “educational institution” exemption and making good-faith effort to comply with distance education authorizations per Dr. Chris Modisher, TBR General Counsel.

For state authorizations of distance education, schools making good-faith efforts to comply with these rules will be permitted to provide coursework in that manner without Title IV program penalties until July 1, 2014.

○ **Retaking Coursework**

Within reasonable limits to ensure Title IV program integrity, schools should be permitted to include a repeated course taken in a term-based program as a part of a student’s Title IV enrollment status.

Current federal rules permit a student retaking a failed course in a term-based program to include the repeated course in the student’s Title IV enrollment status. The new regulations do not change this rule.

The new regulation permits a student retaking a previously-passed course in a term-based program (e.g., to earn a higher grade) to include the repeated course in the student’s Title IV enrollment status.

There are two limitations placed on the inclusion of a repeated, previously-passed course in a student’s Title IV enrollment status. First, only one repetition of a previously-passed course may be included in the student’s enrollment status. Second, a previously-passed course may not be included in the student’s enrollment status if it is being retaken because the student failed other coursework.

The new rule does not impact the current one-year academic limitation on noncredit or reduced-credit remedial coursework.

A school’s own academic rules or satisfactory academic progress (SAP) policy requirements may further limit or prevent a student from retaking a course in a program. The new federal rule does not override the school’s discretionary authority in this regard. The federal rule indicates that if a school’s policies permit a student to retake a previously-passed course, and if the student can do so without violating federal SAP policy requirements (both qualitative and quantitative), then the retaken course may be counted toward the student’s Title IV enrollment status subject to the two limitations noted above.

TTU Response – TBR/Sungarde are providing Banner patches that will allow TTU Financial Aid Office to comply with this requirement. TTU SAP policy has been rewritten and published on our website.

Written Arrangements between Schools

Prospective and enrolled students need to be informed of a written arrangement involving a school’s delivery of a program, and be aware of which schools other than the credential-granting school will offer what courses, how and where those courses will be offered, and any additional resulting student costs.

Programs offered in part through ineligible schools or organizations should be carefully regulated, so that a school whose Title IV eligibility is denied, revoked, terminated, or

withdrawn under adverse conditions cannot provide a portion of an eligible program to another school through a written arrangement.

In cases involving common ownership or control, some for-profit schools might be inclined to use written arrangements to structure programs in a manner that mitigates potentially adverse eligibility outcomes. It is important for a school that offers a program to teach the majority of it and own its student outcomes.

TTU Response – in compliance with individualized consortium agreements kept for students taking classes at other institutions which includes cost and transferability of courses.

○ **Incentive Compensation**

Clearly prohibit incentive-based payments from a school to any person or entity involved in recruiting or admitting students or awarding financial aid, including payments to management involved in these activities.

A school's management, employees, contractors, and third-party servicers responsible for student recruitment or admission activities, or awarding Title IV funds to students, must avoid conflicts of interest that may arise when compensation or other payments are linked to successful outcomes in these activities:

May include compensation and payments to a school's senior management team, in some cases

Applies to compensation for athletic coaches and staff; however, payments made on the basis of successful athletic or academic team performance, or other measures of team success, are permissible

Prohibits incentive payments linked to a student's retention or program completion

Permits payments to a third party assisting with Internet-based recruitment and admission services, if those payments are based on number of "clicks" rather than outcomes described above

Also applies to arrangements for shared services (e.g., may pay based on volume, but not outcomes).

A school must not provide any

- Commission, bonus, or other incentive payment
 - Based in any part, directly or indirectly, on success in securing enrollments or awarding financial aid
 - To any person or entity engaged in any student recruitment or admission activity, or in making decisions about the awarding of Title IV funds to students.

This does not apply to foreign students residing in foreign countries who are ineligible for Title IV aid.

Annual, merit-based salary adjustments are permissible, if not based on success in outcomes above. However, if an employee receives multiple compensation adjustments in a single calendar year and is engaged in any student enrollment or admission activities, or in making decisions about Title IV awards, it will be considered to be a violation if those adjustments are based on these activities in any manner.

Special considerations apply to profit-sharing payments to employees involved in student recruitment or admission activities, or in making decisions about Title IV awards.

TTU Response – Dr. Robert Hodum states that admissions staff will be compliant as of July 1, 2011.

○ **Satisfactory Academic Progress (SAP)**

Current rules require a school to evaluate progress (qualitative and quantitative components) at intervals no longer than half of a student's program or one academic year, whichever is less. New rules permit this also.

The new rules encourage, but do not require, a school to evaluate student progress (qualitative and quantitative components) at the end of each payment period. A school that evaluates SAP after each payment period is permitted to continue to provide Title IV funds for one additional payment period to an otherwise eligible student who is not making SAP, without an appeal or other action by the student in response to the school's SAP notification. The student is on "financial aid warning" for the next period.

A school that evaluates SAP less frequently than after each payment period must immediately stop providing Title IV funds to a student who is determined not to be making satisfactory progress, unless in response to the school's SAP notification, the student submits a successful appeal for reinstatement of Title IV eligibility for one additional payment period. This is known as "financial aid probation" status. A student on financial aid probation may be required to fulfill certain academic terms and conditions.

TTU Response – compliant as of June 10, 2011 with new SAP policy published on website:

<http://www.tntech.edu/financialaid/sap/>

○ **Evaluating the Validity of a High School Diploma**

A school must develop and follow procedures to evaluate the validity of a student's high school program completion, if the school or Department has reason to question the legitimacy of the student's diploma.

The Department has added a question to the Free Application for Federal Student Aid (FAFSA) to request the name and location of the high school awarding a diploma to a student who indicates that he or she will possess a high school diploma prior to attending college in the 2011-2012 award year. For the 2011-2012

FAFSA on the Web, this question will be presented only to first-time undergraduate students; however, as indicated above, the high school diploma validation requirement is not limited to those students. The

FAFSA on the Web will include a drop-down list of schools provided by the Department's National Center for Education Statistics (NCES) to facilitate completion of the question, and the student will select the high school from the list or provide the information.

The Department will indicate on a student's Institutional Student Information Record (ISIR) if the

Department requires a school to validate that student's high school program completion.

TTU Response – Office of Financial Aid personnel have developed a PopSel to identify any student with an ISIR flag requiring high school diploma validation. The PopSel will post a requirement to the student's tracking record requesting

validation before Title IV aid will be received. Students will be told to contact Undergraduate admissions for assistance in validating their high school diploma.

○ **Return of Title IV Funds**

A student is considered to have withdrawn from a payment period or period of enrollment in which the student began enrollment if the student ceased attendance in all scheduled courses without completing:

All of the days the student was scheduled to complete in the period, in a credit-hour program

All of the student's scheduled clock hours and weeks of instructional time, in a clock-hour program

However, if a student provides written confirmation to a school — at the time of ceasing attendance — that the student plans to attend another course later in the same period, the student is not considered to have withdrawn from a standard-term program.

TTU Response – Title IV calculations will be effected by this requirement beginning with Fall 2011. Office staff have been made aware of changes and website will be updated to reflect new policy prior to July 1, 2011.

○ **Verification – effective date of enactment is July 1, 2012**

Schools and applicants must update or correct FAFSA information, in addition to verifying specified items.

Schools must complete verification prior to exercising professional judgment authority (current policy).

Verification must be completed for all enrolled applicants selected by the Department (30% cap removed).

An applicant's FAFSA information is subject to re-verification if the Department makes a subsequent verification request involving information that has changed for the applicant during an award year.

Permissible exclusions from verification are revised, and tolerances are reduced to \$25 for dollar items.

Applicant dependency status changes — except those resulting from marital status changes — must be reported throughout an award year (current policy). A school also may elect to require applicants to update marital status, if it determines updates are needed to address inequities or reflect applicants' ability to pay.

The Department will annually publish a notice of potential data items to be verified in the Federal Register.

The data to be verified for a particular applicant will include some or all of those items, as appropriate.

Guidance is provided for using the IRS Data Retrieval Process for FAFSA completion and data corrections.

A number of clarifications and updates are provided regarding applicants utilizing IRS tax filing extensions and/or tax preparers to submit returns, and related school verification and documentation requirements.

Interim disbursement flexibility is outlined for applicants with data changes that would not change awards.

A liability is assessed if a school disburses Title IV aid without submitting changes to receive a corrected Student Aid Report (SAR) or Institutional Student Information Record (ISIR) within a specified timeframe.

To make a late disbursement of any Title IV aid — including a parent PLUS loan — a school must receive a valid SAR or ISIR by the deadline date published in the Federal Register. Parent PLUS loans were formerly excluded from the requirement that a valid SAR or ISIR be produced before a student becomes ineligible.

Cash management procedures must be followed for overpayments of subsidized Stafford loan proceeds.

- **Misrepresentation**

A school must not make any substantial misrepresentations regarding the following:

- The nature of its educational programs (approvals, credentials, completion requirements, coursework)
- The financial charges to its students (costs, required payments, refunds, financial aid options)
- The employability of its graduates (current or likely future conditions, pay, requirements, qualifications)

TTU Response – TTU is compliant with this integrity rule.

- **Ability to Benefit (ATB)**

If a school admits individuals lacking a high school diploma or the equivalent as regular students in a program, the school must permit students to use the new ATB option to become eligible for Title IV aid.

When such a student has satisfactorily completed six semester, trimester, or quarter credit hours or 225 clock hours of coursework that counts toward completion of a program at the school, the student is considered to have demonstrated an ability to benefit from the school's program. The coursework used to meet the ATB requirement may be taken at the same or another school, and need not apply to a student's own program (in case the student changes programs). A student relying on this option cannot receive Title IV funds to cover the required courses, since the student does not become Title IV eligible until a payment period ends and grades are given. The final rule preamble notes a possible exception for modular courses.

TTU Response – TTU is compliant as of July 1, 2011.

Disbursements of Title IV Funds for Books and Supplies

If a Pell grant-eligible student meets all requirements to receive Title IV funds at least 10 days before the start of a payment period, any Title IV funds in excess of the amount owed to the school at that time (Title IV credit balance funds) are to be made available to the student up to the amount needed to obtain books and supplies:

The school must make the Title IV credit balance funds for books and supplies available to the student by the 7th day of the payment period. A number of options are available to the school to provide the funds, and the student is permitted to opt out of the school's process. If the student opts out, the school may, but is not required to, make the funds available in another way at that time per the school's policy.

The amount needed for books and supplies may be the actual cost or the cost-of-attendance allowance.

If a student has not yet established eligibility to receive Title IV funds at least 10 days before the beginning of a payment period due to outstanding verification requirements, unresolved "C" codes on the Student Aid Report (SAR) and Institutional Student Information Record (ISIR), or conflicting information, this requirement does not apply.

TTU Response – Our currently established refund of excess aid complies with this requirement.

Recommendation

Financial aid plays a pivotal role in the administration of any University, including our own. It is the recommendation of this committee that issues need to be discussed on at least a semester basis with an annual review meeting.

Mr. Lester McKenzie, Director
Committee Administrator

Memo

To: Administrative Council

From: Ed Boucher, Executive Officer, University Judicial Council

Date: March 6, 2012

Re: Annual Report 2011-2012 Academic Year

The members of the University Judicial Council are:

James Baier	Charles Carnal
Susan LaFever	Charlie Macke (chair)
Julie Pharr	Jeff Roberts
Zachary Wilcox	

The committee met on the following dates:

September 20, 2011
September 22, 2011
October 4, 2011

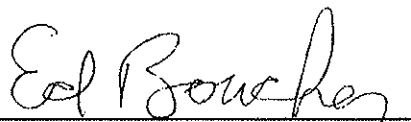
➤ September 20, September 22, and October 4, 2011:

Distribution and discussion of orientation materials:

- Disciplinary System Manual
- Annual Report 2010-2011 Academic Year
- Summary of Judicial Cases for 2010-2011

➤ Title IX training is scheduled for March 20 and 21, 2012.

➤ A student disciplinary hearing will be held in either the third or fourth week of March 2012.



Ed Boucher, Executive Officer



ANNUAL REPORT
UNIVERSITY SAFETY & ENVIRONMENTAL COMMITTEE
2011-2012
MARCH, 2012

The University Safety & Environmental Committee scheduled four meetings during the 2011-2012 academic year. A quorum was not present for the September 27, 2011 meeting. The remainder of the meetings on October 25, 2011, January 24, 2012 and February 28, 2012 took place in Johnson Hall Room 102 with last meeting being moved to Room 323.


Committee Members include:

Dr. Dale Ensor, Ex-officio
Mr. Charlie Macke, Chairperson
Mr. Jim Sullivan
Mr. Mike Cowan
Ms. Gay Shepherd
Ms. Karen Lykins
Mr. Chester Goad
Dr. Lenly Weathers
Dr. Shannon Collins
Dr. Gretta Stanger
Dr. Chris Brown
Mr. Kevin Thompson
Mr. Kevin Burchett
Mr. Dennis Parker
Mr. Rusty Chilcutt
Mrs. Barbara Glasscock
Ms. Ashley Ayub, student
Mr. Will Burns, student

Mr. Charlie Macke served as Chairperson and Mr. Jim Cobb served as the Executive Officer for the committee. Mrs. Jody Webb provided staff support services.

The committee discussed various items including on going safety training, the University obtaining a storm water permit, inaccessible storm shelters, bicycle safety and awareness, a POD exercise scheduled for April 19, 2012 and Disabilities Services' Universal Access Initiative campaign. Also discussed were text alerts and the RAVE notification system, building code changes, lack of visibility departing the South Hall and Jere Whitson area, the acquisition and use of Regional Health and the Old Prescott School buildings, and the digital signage contract the University has negotiated.


Charlie Macke, Chairman

 3-13-12
Jim Cobb, Executive Officer

Joint Committee for Planning and Budget
Annual Report of Committee for FY 2011-2012

March 30, 2012

- The electronic Strategic Planning Reporting System was completed and all budget units received training on the new system.
- The committee reviewed and approved the on-line program and on-line course revenue sharing model proposed by the ad-hoc committee appointed by Dr. Armistead.
- The committee met twice during the year on October 7, 2011 and February 24, 2012
- During the October meeting, the committee discussed the revised budget (October budget) in view of the tuition increase, fall enrollment and state appropriations for FY2011-2012.
 - Proposed actions/strategies submitted by individual units for FY2011-12 were reviewed by the committee and approved or returned to the units for further information.
 - The committee discussed how the University might address a \$1.2 million budget shortfall resulting from reduction in recurring state appropriations and a decline in graduate enrollments. It was the consensus of the committee that budget reductions could no longer be managed using across-the-board budget cuts.
 - FY2012-13 budget picture was discussed including the potential for another 5% reduction in state appropriations.
- During the February meeting, the committee discussed the THEC formula calculation, FY2011-12 budget and FY2012-13 budget.
 - The FY2011-12 budget shortfall will be addressed through targeted reductions in operation and maintenance of plant and year-to-year allocation of tuition revenues from out-of-state enrollment increases.
 - The Governor's proposed budget for FY2012-13 was presented to the committee as an information item. The Governor's budget, if enacted by State Legislators, will result in a minor increase in state appropriations for TTU.
 - The committee identified risks to the University that should be taken into consideration as budget units develop their strategies and action plans for the next three years.
 - Lower ACT students will begin their college careers at community colleges
 - Community colleges have proposed offering 4-year degrees