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### 2017 September 11 - University Council Agenda and Minutes

University Council, East Tennessee State University

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**AGENDA**  
**University Council**  
Monday, September 11, 2017  
East Tennessee Room – Culp Center  
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
  - 3.1. Approve minutes of August 14, 2017 meeting
  - 3.2. Review agenda
  - 3.3. President's Report – Dr. Brian Noland
  - 3.4. Report of Completed Action Items from:
    - 3.4.1. Academic Council – Dr. Bert Bach
    - 3.4.2. Council of Chairs – Dr. Janna Scarborough
    - 3.4.3. Information Technology Council – Dr. Karen King
    - 3.4.4. Research Council – Dr. William Duncan
    - 3.4.5. Faculty Senate – Dr. Susan Epps
    - 3.4.6. Staff Senate – Ms. Stefanie Murphy
    - 3.4.7. Student Government Association – Ms. Keyana Miller
    - 3.4.8. Graduate & Professional Student Association – Mr. Michael Luchtan
    - 3.4.9. Facilities/Construction – Mr. Jeremy Ross
4. Action Items
  - 4.1. Old Business
    - 4.1.1. Minors in University Programs on Campus Policy — Dr. Joe Sherlin and Dr. Jeff Howard
5. Announcements
  - 5.1. General update on Public Comment for Alcohol Policy
  - 5.2. General update on status of University Council website
  - 5.3. Other
6. Adjournment

**University Council**  
**September 11, 2017 at 8:30 a.m.**  
**East Tennessee Room, Culp Center**

**1. Call to order**

Dr. Wilsie Bishop called the meeting to order and announced that Dr. Noland could not be in attendance because he had been called away to an out-of-town meeting.

**2. Roll Call**

Ms. Kristen Swing called the roll. Those in attendance were: Dr. Bert Bach, Ms. Bridget Baird, Dr. Wilsie Bishop, Dr. William Duncan, Dr. Susan Epps, Dr. Bill Flora, Ms. Kristin France (replaces Joy Fulkerson on the council), Dr. Michael Hoff, Dr. Keith Johnson, Ms. Mary Jordan, Dr. B.J. King, Dr. Karen King, Dr. Claudia Kozinetz, Dr. David Linville, Mr. Michael Luchtan, Dr. Celia McIntosh, Dr. Robert Means, Ms. Keyana Miller, Ms. Stefanie Murphy, Dr. Rick Osborn, Ms. Pam Ritter, Dr. David Roane, Mr. Jeremy Ross, Dr. Richard Sander, Dr. Janna Scarborough, Dr. Joe Sherlin, Dr. Ramona Williams, Dr. Randy Wykoff.

Those absent were: Dr. Cheri Clavier, Dr. Jane Jones, Mr. Ed Kelly, Dr. Brian Noland, Mr. Joe Smith.

Others in attendance: Mr. Scott Carter, Dr. Jeff Howard, Dr. Tony Norman (ACE Fellow), Ms. Mary Cradic (staff support), and Ms. Kristen Swing (taking minutes).

**3. Standing Items**

**3.1 Approve [minutes of August 14, 2017, meeting](#)**

Dr. Keith Johnson requested a correction to the minutes: his title should be “Dr.” rather than “Mr.” as presented. A motion was made by Dr. McIntosh to accept the minutes with the correction, seconded by Dr. Means, and unanimously passed.

**3.2 Review Agenda**

No comments or questions were presented.

**3.3 President’s Report**

In the absence of Dr. Noland, Dr. Linville and Dr. Hoff, respectively, reported for the President on the September 8 Board of Trustees Meeting and enrollment.

**[Board of Trustees Meeting](#)**

Dr. Linville reported that action items were related to policies in advancement, granting tenure to College of Education Dean Dr. Greg Aloia, and a new capital project priority. Regarding the capital projects list through THEC, Dr. Linville explained that a new prioritizing process has been instituted by THEC and noted that the Board of Trustees, during the meeting, endorsed a humanities building as the institution’s highest priority. The Board of Trustees also endorsed a capital maintenance list.

Also presented at the Board of Trustees meeting were overviews of the clinical operations of the Academic Health Sciences Center by Dr. Bishop, the Footprints marketing campaign by Jennifer Clements student success efforts and promotion by Dr. Joe Sherlin, and two resolutions of appreciation for service to the institution for Ms. Jordan and Dr. Sander, respectively, by Dr. Noland.

Additionally, the Board of Trustees approved the exploration of options related to funding for in-state students of the Gatton College of Pharmacy in response to the University of Tennessee's recently passed policy that allows for the discounting of tuition by 75 percent for out-of-state students within a 200-mile radius of one of the UT pharmacy sites. Dr. Linville explained that leaders are looking at ways to provide tuition equity for Tennessee students. While the effort would not increase revenue to the college or increase class size, it would benefit students.

The day concluded with a groundbreaking ceremony for the new arts center, the name of which, the James C. and Mary B. Martin Center for the Arts, was approved by the Board of Trustees earlier in the day.

### Enrollment

Dr. Hoff reported that ETSU's freshman class numbered 2,050 this year, an increase of 164 over last year, and ranks as the fifth largest class in the history of the university. The freshman class' average GPA and ACT scores remain consistent with historic data.

Transfer students number 1,046, up 19 over last year. Dr. Hoff said it has yet to be determined how many of those transfers are the result of Tennessee Promise.

A total of 104 students were purged on Sunday; 99 were purged at this time last fall. In all, the institution is enjoying an increase of over 300 students. Individual colleges did well, and even the ones that decreased in enrollment did not decrease as much as predicted. The goal will be to increase by another 327 students next fall, which will keep the university on its way to the goal of 18,000 students by 2026.

The current retention rate is approximately 75 percent; however, Dr. Hoff indicated that the final figure could fluctuate over time.

For the third consecutive year, this fall semester boasts the largest graduate class in the history of ETSU.

## **3.4 Report of completed action items from:**

### **3.4.1 Academic Council - Bert Bach**

Dr. Bach reported on three items from Academic Council:

- Emerging from a recent Academic Council meeting was the idea to establish an economic development council. Drs. Duncan and Depew are drafting a document related to the creation of such a council.
- At the recent Facilities retreat in Kingsport, one of the issues raised was about classroom utilization and the difficulty of identifying space when new programs come online. Dr. Bach said he will chair a group working with Mr. Bill Rasnick to look at classroom utilization.
- Dr. Bach noted that two deans will be leaving their roles. Dr. Pat Van Zandt, dean of libraries, is retiring, and Dr. McIntosh is stepping down from the Graduate Studies deanship to return to the classroom. Both transitions will take place at the end of the year. Dr. Duncan is chairing the search for the new dean of Graduate Studies. Dr. Judith Slagle is chairing the search for a new library dean.

#### **3.4.2 Council of Chairs – Dr. Janna Scarborough**

Dr. Scarborough recognized three new chairs this year – Mr. Marty Fitzgerald, chair of the digital media department; Ms. Karen Brewster, chair of the theatre and dance department; and Dr. Matt Potterton, interim chair for the music department.

#### **3.4.3 Information Technology Council – Dr. Karen King**

Dr. King said the Information Technology Council met last week but had no action items. She reported that there are two new student printer kiosks – one in the parking garage near Subway and one in Buc Ridge—that will allow students to swipe their ID Bucs cards to print. Dr. King also reported on a new refurbished computer policy and noted that XP and Vista machines will be blocked from the ETSU network as of October 1 because no more patches are being offered for these operating systems. As a result, these machines cannot be secured. Testing is underway for embedding an email that will allow users to more easily identify messages from external sources that could be phishing. Dr. King also reported that the requirement for health sciences students to have codes on their mobile devices (if they get their ETSU email on the device) has been completed as of September 22.

#### **3.4.4 Research Council – Dr. William Duncan**

The Research Council’s monthly meeting will take place Wednesday. On the agenda will be a review of the scholarly and research misconduct policy; nothing major is expected to be revised. Additionally, the group will look at current guidelines and policies for the Research Development Committee.

#### **3.4.5 Faculty Senate – Dr. Susan Epps**

Faculty Senate held its retreat on August 22. The group confirmed appointments for different standing committees. Stephen Hendrix and Anthony Masino were elected to the executive board. No action items were voted on. Development of working groups was initiated. Dr. Epps reported that the Senate was finding it difficult to identify an adequate number of representatives needed to serve on those university governance committees structured to include faculty representation from each college.

#### **3.4.6 Staff Senate – Ms. Stefanie Murphy**

Staff Senate elected the executive committee members: Kristin France, vice president; Candy Massey, treasurer; Kristi Smith, secretary; and Lisa Booher, member at large. Staff Senate is finalizing committee selections at its meeting later in the day. Ms. Murphy said the group is examining a recommendation to close the university for the 2018 Staff Picnic. University Council feedback regarding the closure for the 2017 event came from Dr. McIntosh, who said she thought it was great that ETSU closed for the event, and Dr. B.J. King, who recommended that the closing time be extended to 4:30 p.m.

#### **3.4.7 Student Government Association – Ms. Keyana Miller**

The SGA had a retreat August 13-15, during which members discussed senate expectations. The retreat focused on team building as well as a service project in which SGA members helped those impacted by the Gatlinburg wildfires. Ms. Miller called the experience “humbling.” Ms. Miller reported

that the established Buc Fund, from which the SGA allocates funds to different student organizations, is approximately \$128,000. The group has already allocated \$300 for a new biomedical science graduate student association. Ms. Miller said SGA has two open senate seats due to cabinet member selections, and students will need to be appointed to those seats. She also noted that the group has appointed members to various university governance organizations and committees. She said Homecoming 2017, October 2-7, will feature the theme of “Let the Games Begin.” The SGA-sponsored concert will feature The All- American Rejects on October 21.

#### **3.4.8 Graduate and Professional Student Association – Mr. Michael Luchtan**

The first meeting of the GPSA for fall will be held Wednesday. Topics to be covered include addressing the implementation of travel funding for graduate students; Mr. Luchtan noted that the current method is cumbersome. The group plans to host a Halloween-themed food drive and aims to increase departmental representation in the organization. The group, in conjunction with the library, is hoping to have a thesis support group that will meet once a month.

#### **3.4.9 Facilities/Construction – Mr. Jeremy Ross**

Mr. Ross said the proposed humanities building, endorsed by the Board of Trustees as the institution’s top priority, is a \$76 million project. He noted there is a “stark difference, a backwards movement” from humanities-related facilities at Science Hill High School and Northeast State Community College to those offered at ETSU. The capital maintenance allocation is \$9.54 million, but final funding figures are still pending. Mr. Ross thanked Ms. Miller for her kind words to Ms. Sonia King during Friday’s Arts Center groundbreaking, noting that Ms. King was very impressed and found Ms. Miller’s comments deeply and personally meaningful. Dr. Bishop noted that what is being done in terms of construction and renovation at the university is impressive.

### **4. Action Items**

#### **4.1 Old Business**

##### **4.1.1 Minors in University Programs on Campus Policy – Drs. Joe Sherlin and Jeff Howard**

Dr. Sherlin explained that this policy had been originally brought to the [IUC](#) during the spring; such a policy had not been in place prior to this one being developed. The policy, following a 30-day public comment period, is now being brought to the University Council with revisions based on feedback.

Primarily, the [revisions](#) revolve around clarifying the language about the scope of the policy. Dr. Howard said the major changes were (1) the name of the policy itself, changed to “Non-Student Minors Policy” from “Minors in University Programs on Campus Policy,” and (2) clarification of what is and what is not addressed by this policy. He explained that clinical settings should adhere to HIPAA policy, and a paragraph has been added to clarify that, when a situation falls under more than one policy, the one more (or most) stringent takes precedence. Additionally, students participating in enrollment and

recruitment activities (including such activities in Athletics) are exempt from background checks.

Dr. Sherlin reported that the policy's development committee reviewed 15 such policies from around the country to be certain that best practices were reflected in the policy being proposed for ETSU. Timing on approval of the policy was of the essence: Once the University Council endorses the policy, it will have to then go to the President for approval. Subsequently, an implementation date will need to be set because appropriate training must occur, and changes to contracts, camps, and conferences will also be needed.

Dr. Epps inquired as to the source of the training and how training would be delivered. Dr. Howard explained that training will be hosted online and is currently in development. The program organizer/director carries the responsibility of making sure participants successfully complete the training.

Dr. Scarborough observed that, to her knowledge, university policy does not address background checks and posed the question as to how policies related to backgrounds are developed, including requirements for a background check and what qualifies as an indication one is needed and how findings are to be used. Dr. Sherlin agreed this was an area needing further discussion. Dr. Howard stated the background checks related to this policy will be done through Human Resources, with the program director, HR, and University Counsel reviewing any returns to determine if the finding(s) will preclude an individual from working with minors. A state contract for background checks is in place, he noted, and the cost is approximately \$25 for each. Dr. Howard said this portion of the policy had been crafted in relation to the most recent state law addressing RAs and background checks.

Dr. McIntosh asked whether multiple background checks would be conducted if someone were participating in different activities or assignments on campus that each required one. Dr. Howard explained that background checks relative to this policy are required every four years; however, those individuals who had recently undergone a check would not be subject to another. Dr. McIntosh pointed out that some background checks do not go through HR.

Dr. Bishop will look into the general issue related to background checks for clarification.

Dr. Sherlin made a motion to approve the [policy](#) and send it to the President. Dr. McIntosh seconded the motion that was then unanimously approved. Dr. Sherlin noted that an effective date would be chosen following Dr. Noland's review.

## **5. Announcements**

### **5.1 General Update on Public Comment for Alcohol Policy**

Dr. Bishop reminded the group that the policy is currently out for public comment, which will conclude this week. After comments are reviewed, it is possible the policy will return to the group at its October meeting but could take another month. In the meantime, the university will continue under the interim policy. Dr.

Bishop asked for feedback related to the first football game. Dr. Sander, Mr. Ross, and Ms. Ritter all reported things in this regard went well.

### **5.2 General update on Status of University Council Website**

Ms. Cradic reported that the site is not up yet due to some difficulty related to the online form for submitting agenda items. The date to go live with the site has been moved to October 1.

### **5.3 Other**

Dr. Bishop introduced Dr. Tony Norman, of Western Kentucky University, the ACE fellow working with Dr. Noland this semester.

Dr. Bishop recognized the departure of Dr. Sander from the University Council as he leaves the role of Athletic Director to move into a full-time executive-in-residence position in Global Sports Leadership. Mr. Scott Carter, she explained, will replace Dr. Sander at the meetings as he has been named the new AD.

Dr. Bishop noted that this was Ms. Jordan's last meeting with the University Council as she will be retiring this month. Ms. Jordan received a round of applause.

Dr. Epps asked for clarification on the start time of the meetings. It was confirmed that the meetings start at 8:30 a.m. as posted on the agenda for each meeting.

Dr. Bishop asked whether the coffee and soda being provided at the University Council meetings is working. All responses were in the affirmative.

## **6. Adjournment**

Dr. Bishop adjourned the meeting at 9:24 a.m.